

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)



**CALENDAR**

**2011**

Amended upto 22.08.2013

**Volume - I**

**THE ORDINANCES (OTHER THAN  
EXAMINATIONS ORDIANANCES)**

**SIRSA  
HARYANA (INDIA)**

**INDEX**  
**ORDINANCES**

| <b>Chapter</b> | <b>Title</b>  | <b>Pages</b> |
|----------------|---|--------------|
| I              | Chaudhary Devi Lal University Act, 2003   | 1            |
| II             | The Schedule (Statute of Ch. Devi Lal University, Sirsa)  | 15           |
| III            | Admission   | 36           |
| IV             | Registration of Students  | 40           |
| V              | Migration of Students   | 47           |
| VI             | Constitution and Functions of Staff Councils in University Teaching Departments   | 61           |
| VII            | Duties and Functions of the Chairpersons  | 64           |
| VIII           | University Finance  | 66           |
| IX             | Residence, Health & Discipline  | 68           |
| X              | Halls/Hostels maintained by the University  | 75           |
| XI             | Scholarships, Stipends, Medals and Prizes   | 76           |
| XII            | Admission to Degrees  | 87           |
| XIII           | Academic Costume  | 90           |
| XIV            | Rates of Tuition Fee, Hostel Fee, etc.  | 96           |
| XV             | Refund/ Adjustment of Fee and Fee Concession  | 110          |
| XVI            | Recognition of College Teachers   | 115          |
| XVII           | Conditions under which the Colleges and Institutions may be admitted to the privileges of the University and the withdrawal of the same | 116          |
| XVIII          | Rules of Service and Conduct for Employees in Non-Govt. Recognised Colleges   | 210          |
| XIX            | Rules for self financing scheme in Colleges   | 310          |
| XX             | Grant of 'Association' to institutions for Oriental Titles/M.I.L.examinations   | 318          |

## CHAPTER- I

### CHAUDHARY DEVI LAL UNIVERSITY, SIRSA ACT, 2003

\*[Haryana Act No. 9 of 2003]

{Published in Haryana Govt. Gazette(Extraordinary), April 2, 2003}

AN

ACT

*to establish and incorporate a (teaching-cum-affiliating University) at Sirsa to facilitate and promote higher education with special emphasis in emerging areas of Information Technology and Computer Education, Bio-technology, Environmental Studies, Technology and Management Studies, and also to achieve excellence in these and connected fields.*

BE it enacted by the Legislature of the State of Haryana in the Fifty-fourth Year of the Republic of India as follows:-

1. (1) This Act may be called Chaudhary Devi Lal University Sirsa Act, 2003 Short title and commencement

(2) It shall come into force on such date as the Government may, by notification in the Official Gazette, appoint.

2. In this Act and in all Statutes, Ordinances and Regulations made thereunder unless the context otherwise requires- Definitions.

- (a) “college” means a college maintained by, or admitted to the privileges of, the University under this Act;
- (b) “employee” means any person appointed by the University, and includes teachers and all other staff of the University;
- (c) “Government” means the Government of the State of Haryana;
- (d) “institution” means an academic institution, not being a college, maintained by, or admitted to the privilege of the University;
- (e) “principal” means the head of a college, and includes, when there is no principal, a vice-principal duly appointed as such and in the absence of the principal or the vice-principal the person for the time being duly appointed to act as the principal;

---

\*1. Amended by Haryana Act No. 18 of 2008, received the assent of the Governor of Haryana on the 17<sup>th</sup> April, 2008.

2. Amended further by Haryana Act No. 21 of 2008, received the assent of the Governor of Haryana on the 30<sup>th</sup> April, 2008.

3. Amended further by Haryana Ordinance No. 2 of 2010, promulgated by the Governor of Haryana on the 29<sup>th</sup> April, 2010.

4.. Ammended further by Haryana Act No.-13 of 2012,assented by the Governor of Haryana on 16.04.2012 published in Haryana Govt. Gazette (extra.) on 26.04.2012.

- (f) “recognised teachers” mean such persons as are approved by the University for the purpose of imparting instruction in a college or an institution admitted to the privileges of the University;
- (g) “Statutes”, “Ordinances” and “Regulations” mean respectively the Statutes, Ordinances and Regulations of the University made under This Act;
- (h) “University” means Chaudhary Devi Lal University Sirsa as incorporated under this Act; and
- (i) “University teachers” mean professors, readers, lecturers and such other persons as may be appointed for imparting instructions or conducting research in the University or in any college or institution maintained by the University and are designated as teachers by the Ordinances.

Incorporation

**3. (1)** There shall continue to be a body corporate by the name of Chaudhary Devi Lal University comprising the Chancellor and the Vice-Chancellor of the University, and the members of the Court, the Executive Council and the Academic Council and all persons, who may hereafter become or be appointed as such officers or members, so long as they continue to hold such office or membership.

(2) The University shall have perpetual succession and a common seal with power to acquire, hold and dispose of property and to contract, and may by the said name sue or be sued.

Territorial exercise of Powers.

**4. (1)** The limits of the area within which the university shall exercise its powers shall be such as the Government may, from time to time, by notification, specify: Provided that different areas may be specified for different faculties.

(2) Notwithstanding anything contained in any other law for the time being in force, any college situated within the limits of the area specified under subsection (1) shall, with effect from such date as may be notified in this behalf by the Government, be deemed to be associated with, and admitted to, the privileges of the University and shall cease to be associated in any way with, or be admitted to, any privileges of any other University, and different dates may be notified for different colleges:

Provided that-

- (i) any student of any college associated with, or admitted to, the other University before the said date, who was studying for any degree or Diploma examination of that University shall be permitted to complete his course in preparation thereof and the University shall hold for such students examinations in accordance with the curricula of study in force in that University for such period as may be prescribed by the Statutes, Ordinances or Regulations;
- (ii) any such student may, until any such examination is held by the University, be admitted to the examination of the other University and be conferred the degree, diploma or any other privilege of that University for which he qualifies on the result of such examination

**5. (1)** Notwithstanding anything contained in this Act or any other law, for the time being in force, no person or institution, other than the University, shall confer, grant or issue or hold himself or itself out as entitled to confer, grant or

Bar on conferring, granting or issuing degrees, diplomas or certificates by unauthorized institutions.

issue any degree, diploma or certificate in the specified areas of knowledge assigned to it within the territorial jurisdiction of the University which is identical with or is a colourable imitation of any degree, diploma or certificate conferred, granted or issued by the University.

(2) Contravention of the provision of sub-section(1) shall be an offence.

(3) Where an offence under this section has been committed by an institution, every person incharge of, and responsible to, the institution for the conduct of its business at the time of the commission of the offence, shall be deemed to be guilty of the offence and shall be liable to be proceeded against as per the University rules.

(4) Notwithstanding anything contained in sub-section(3), where an offence under this section has been committed by an institution and it is proved that the offence has been committed with the consent or connivance of, or that the commission of the offence is attributable to any neglect on the part of any partner, director, manager, secretary or other officer of the institution, such partner, director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

*Explanation-* For the purpose of this section “institution” means any body corporate and includes a firm or other association of individuals.

**6.** The University shall exercise the following powers and perform the following functions, namely:-- Powers and functions of University.

- (a) to provide for research and instruction in such branches of Learning as the University may think it fit and take such steps as it considers necessary for the advancement of learning and dissemination of knowledge;
- (b) to hold examinations and grant such degrees, diplomas and other academic distinctions or titles to persons as may be laid down in the Statutes, Ordinances or Regulations;
- (c) to confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;
- (d) to institute prizes, medals, research studentships, exhibitions and fellowships;
- (e) to receive gifts, donations or benefactions from the Government and to receive gifts, donation and transfers of movable or immovable property from transferors, donors, testators, as the case may be; and to create such corpus fund with the donations so received for the welfare of the University;
- (f) to institute principalships, professorships, readerships, lectureships, and to

create other posts of any description required by the University and to appoint persons to such posts;

- (g) to co-operate with educational and other institutions in India and abroad having objectives similar to those of the University in such manner as may be conducive to their common goals;
- (h) to provide instructions, including correspondence and such other courses, to such persons as are not members of the University, as it may determine;
- (i) to approve persons for imparting instructions in any college or institution admitted to the privileges of the University;
- (j) to maintain colleges located within the limits of the area referred to in sub-Section (1) of section 4 or, subject to the provisions of sub-section (2) of that section, admit to its privileges colleges not maintained by the University but located within the said area and to withdraw the same;
- (k) to declare a college, an institution or a department as autonomous college or institution or department, as the case may be;
- (l) to borrow with the approval of the Government, on the security of the property of the University, money for the purposes of the University;
- (m) to supervise, control and regulate the residence, conduct and discipline of the students of the University and of colleges and institutions within the jurisdiction of the University;
- (n) to deal with any property belonging to, or vested in the University, in such manner as the University may deem fit for advancing the objects of the University;
- (o) to assess the needs of the State and country in terms of subjects, fields of specialization, levels of education and training of manpower both on short and long term basis and to initiate necessary programmes to meet those needs;
- (p) to organize advanced studies and research programmes based on a deep understanding of the trends in such branches of learning as the University may think fit;
  
- (q) to promote research, design and developmental activities that have a relevance to social needs and the development programmes of the State;
- (r) to initiate measures to enlist the co-operation of industries and Government employees to provide complementary facilities;

- (s) to provide for continuous experimentation in imparting knowledge, organization of training and preparation of text-books and other instructional materials;
- (t) to arrange for progressive introduction of continuous evaluation and re-orientation of the subjects in educational measurement;
- (u) to further entrepreneurial ability among its students;
- (v) to educate the public with regard to the requirement of, and opportunities for the advancement of learning and dissemination of knowledge;
- (w) to make special arrangements for the education of women students and the students belonging to weaker sections of the society, in particular Scheduled Castes and Scheduled Tribes as the University may consider desirable;
- (x) to frame Statutes, Ordinances or Regulations and alter, modify or rescind the same for all or any of the aforesaid purpose; and
- (y) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University.

**7.** The University shall be open to all persons irrespective of sex, race, creed, caste or class; and no test or condition shall be imposed as to religion, belief or profession in admitting or appointing members, students, teachers, workers, or in any other connection whatsoever and no benefaction shall be accepted which in the opinion of the authorities of the University involves conditions or obligations opposed to the spirit and objectives of this provisions:

University open to all races, castes and creeds.

Provided that nothing contained in this section shall be deemed to prevent the University from making any special provisions in respect of weaker sections of the Society and in particular Scheduled Castes and Scheduled Tribes.

**8.** All teaching in the University shall be conducted by and in the name of the University, in accordance with the Statutes, Ordinances and Regulations made in this behalf.

Teaching of University.

**9.** The following shall be the officers of the University, namely:- (i) the Chancellor, (ii) the Vice-Chancellor, (iii) the Registrar; and (iv) such other persons in the service of the University as may be declared by the Statutes to be Officers of the University.

Officers of University.

Chancellor

**10.** (1) The Governor of Haryana by virtue of his office shall be the Chancellor of the University.

(2) The Chancellor shall be the head of the University.

(3) The Chancellor shall, if present, preside over the convocation of the University for conferring degrees and meetings of the Court.

(4) The Chancellor shall have the right-

- (i) to cause an inspection to be made, by such person or persons as he may direct, of the University, its buildings, laboratories and equipment and of any college or institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University; and
- (ii) to cause an inquiry to be made in like manner in respect of any matter connected with the administration of finances of the University, colleges or institutions.

(5) The Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and on receipt of such notice, the University shall have the right to make such representation to the Chancellor as it may consider necessary.

(6) After considering the representation, if any, made by the University, the Chancellor may cause to be made such inspection or inquiry as is referred to in sub-section(4).

(7) Where any inspection or inquiry has been caused to be made by the Chancellor, the University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

(8) The Chancellor may, if the inspection or inquiry is made in respect of the University or any college or institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry, and the Vice-Chancellor shall communicate to the Executive Council the views of the Chancellor and the action to be taken thereon as advised by the Chancellor.

(9) The Executive Council shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it proposes to take or has taken upon the result of such inspection or inquiry.

(10) Where the Executive Council does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor, may, after considering any explanation furnished or representation made by the Executive Council, issue such directions as he may think fit and the Executive Council shall comply with such directions.

(11) Without prejudice to the foregoing provisions of this section, the Chancellor may, by order in writing, annul any proceedings of the University, which in his opinion are not in conformity with this Act, the Statutes or the Ordinance:

Provided that before making any such order he shall call upon the University to show cause why such an order should not be made, and if any cause is shown within a reasonable time, he shall consider the same.

(12) The Chancellor may, at any time, require or direct the University to act in conformity with the provisions of this Act and the Statutes, Ordinances and Regulations made thereunder.



(13) The powers exercised by the Chancellor under sub-section(11) and sub-section(12) shall not be called in question in any civil court.

(14) Any employee of the University who is aggrieved by the decisions of the Executive Council or the Vice-Chancellor in respect of any disciplinary action taken against him, may address a memorial to the Chancellor in such manner as may be prescribed by Statutes and the decision of the Chancellor shall be final.

(15) The Chancellor shall have such other powers as may be prescribed by the Statutes.

**11.**<sup>1</sup>[(1) The Vice-Chancellor shall be appointed solely on academic considerations. He shall be a distinguished educationist having commitment to the values for which the University stands and abilities to provide leadership to the University by his academic worth, administrative competence and moral stature.] Vice-Chancellor

(1A). The Government shall constitute a Selection Committee consisting of one nominee of the Chancellor and two nominees of the Executive Council, which shall prepare a panel of at least three names, in alphabetical order, from which the Chancellor shall appoint the Vice-Chancellor, on the advice of the Government. The terms and conditions of service of the Vice-Chancellor, shall be determined by the Chancellor, on the advice of the Government.

(2) The Chancellor may, on the advice of the Government, cause an inquiry to be held in accordance with the principles of natural justice, and remove the Vice-Chancellor from office, if he is found on such inquiry, to be a person patently unfit to be continued in such office.

(3) The Vice-Chancellor shall hold office for a period of three years which may be renewed for not more than one term:

Provided that no person shall, be appointed to, or continue in, the office of the Vice-Chancellor if he has attained the age of <sup>2</sup>[68] years.

<sup>3</sup>[(4) If the Vice-Chancellor is unable to perform his duties owing to his temporary incapacity on account of illness or any other reason, or the office of the Vice-Chancellor falls vacant due to death or otherwise, the Pro Vice-Chancellor shall perform the duties of the Vice-Chancellor until the existing Vice-Chancellor is able to resume his office or until a regular Vice-Chancellor is appointed as the case may be. In the absence of both Vice-Chancellor and Pro Vice-Chancellor, the Chancellor shall make such arrangements for the duties of the Vice-Chancellor to be performed by some authority until Vice-Chancellor or Pro Vice-Chancellor joins.]

---

1. Added by Haryana Act No. 21 of 2008, assented to by the Governor of Haryana on the 30<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.) May, 6, 2008.

2. Amended by Haryana Act No. 28 of 2010, assented to by the Governor of Haryana on the 13<sup>th</sup> October, 2010 and published in Haryana Govt. Gaz.(Extra.), Oct. 28, 2010.

3. Amended by Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.

(5) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(6) The Vice-Chancellor may, if he is of the opinion that immediate action is

necessary on any matter, exercise any power conferred on any authority of the University by or under this Act, except in the matters involving creation or abolition of a Faculty, Department, or post, the matter involving appointment or removal of an employee:

Provided that the Vice-Chancellor before exercising powers under this section shall record in writing the reasons, why the matter cannot wait till the meeting of the authority concerned:

Provided further that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent to the Executive Council within one month from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor. The employee shall be informed that the action has been taken under emergency powers.

(7) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinances.

Pro Vice -Chancellor

<sup>1</sup>**11-A.** (1) The Pro Vice-Chancellor shall be appointed by the Chancellor on the advice of the Government on such terms and conditions of service determined by him on the advice of the Government. He shall not be below the rank of a Professor.

(2) The Pro Vice-Chancellor shall hold office for a period of three years which may be renewed for not more than one term:

Provided that no person shall be appointed to, or continue the office of the Pro Vice-Chancellor if he has attained the age of <sup>2</sup>[68] years.

(3) The Pro Vice-Chancellor shall exercise such duties as are assigned to him by the Vice-Chancellor.]

Registrar

**12.** (1) The Registrar shall be appointed by the Chancellor on the advice of the Government.

(2) The Registrar shall be Chief Administrative Officer of the University. He shall work directly under the superintendence, direction and control of the Vice-Chancellor.

---

1. Inserted by Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.

2. Amended by Haryana Act No. 28 of 2010, assented to by the Governor of Haryana on the 13<sup>th</sup> October, 2010 and published in Haryana Govt. Gaz.(Extra.), Oct. 28, 2010.

**13.** The manner of appointment and powers and duties of other officers of the University shall be such as may be prescribed by the Statutes. Other officers

**14.** Notwithstanding anything contained in this Act, the University shall not create any teaching and non-teaching post or revise the pay scale of the teaching and non-teaching employees without obtaining the prior approval of the Government. Creation of teaching and non-teaching posts.

15. The following shall be the authorities of the University namely:-

Authorities of University.

- (i) the Court;
- (ii) the Executive Council;
- (iii) the Academic Council;
- (iv) the Finance Committee;
- (v) the Faculties;
- (vi) the Academic Planning Board; and
- (vii) such other authorities as may be declared by the Statutes to be the authorities of the University.

16. (1) The constitution of the Court, and the term of office of its members shall be prescribed by the Statutes.

Court

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:-

- (a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University.
- (b) to consider and pass resolution on the annual report, annual budget and the annual accounts of the University and on the audit report of such accounts.
- (c) to advise the Chancellor in respect of any matter which may be referred to it for advice; and
- (d) to perform such other functions as may be prescribed by the Statutes.

17. (1) The Executive Council shall be the principal executive body of the University.

Executive Council

(2) The constitution of the Executive Council, the term of office of its members and its powers and duties shall be such as may be prescribed by the Statutes.

<sup>1</sup> [Provided that the Pro Vice-Chancellor shall be the ex-officio member of the Executive Council.]

---

**1. Amended by Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.**

Academic Council

**18.** (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, co-ordinate and exercise general supervision over all academic policies of the University.

<sup>1</sup> [ Provided that the Pro Vice-Chancellor shall be the ex-officio member of the Academic Council.]

(2) The constitution of the Academic Council, the term of office of its members and its powers and duties shall be such as may be prescribed by the Statutes.

|                          |   |
|--------------------------|---|
| Faculties.               | <b>19.</b> The constitution and functions of the faculties shall be such as may be prescribed by the Statutes.  |
| Finance Committee        | <p><b>20.</b> The constitution of the Finance Committee, the term of office of its members, and its powers and duties shall such as may be prescribed by the Statutes.</p> <p><sup>1</sup> [Provided that the Pro Vice-Chancellor shall be the ex-officio member of the Finance Committee.]</p>   |
| Academic Planning Board. | <b>21.</b> The constitution and functions of the Academic Planning Board shall be such as may be prescribed by the Statutes.  |
| Statutes and their scope | <p><b>22.</b> Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-</p> <ul style="list-style-type: none"> <li>(a) the constitution, powers and functions of the authorities and other Bodies of the University as may be constituted from time to time.</li> <li>(b) the classification, mode of appointment, powers and duties of the teachers and the officers of the University;</li> <li>(c) the conditions of the service including provision for pension or provident Fund or insurance scheme for the benefit of the employees of the University;</li> <li>(d) the conferment of honorary degrees;</li> <li>(e) the establishment and abolition of Faculties and Departments;</li> <li>(f) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;</li> <li>(g) the maintenance of discipline among the students ;</li> <li>(h) the conditions under which colleges and institutions may be admitted to the Privileges of the University and the withdrawal of the same;</li> <li>(i) the delegation of powers vested in the authorities or officers of the University; and</li> <li>(j) all other matters which by this Act, are to be or may be provided for, by the Statutes.</li> </ul> |

---

**1. Amended by Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.**

**23. (1)** On the commencement of this Act, the Statutes of the University shall be those as set out in the Schedule: Statutes how made

Provided that the authorities of the University constituted under the Statutes framed before the commencement of this Act shall continue to exercise all the powers and perform all the functions under this Act till such authorities are constituted in terms of the Statutes set out in the Schedule referred to above.

(2) The Government or the Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner hereafter provided in this section:

Provided that the Executive Council shall not make, amend or repeal any Statute, affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

(3) The Academic Council may propose to the Executive Council a draft of any Statute relating to academic matters for consideration by the Executive Council.

(4) Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the approval of the Chancellor who may approve, disapprove or remit it for further consideration. A Statute passed by the Government or the Executive Council shall have no validity until it has been assented to by the Chancellor.

(5) Notwithstanding anything contained in the foregoing sub-sections, the Chancellor, either suo moto or on the advice of the Government, may direct the Executive Council, to make, amend or repeal the Statutes in respect of any matter specified by him and if the Executive Council fails to implement such a direction within 60 days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make, amend or repeal the Statutes suitably.

**24.** Subject to the provisions of this Act and the Statutes, Ordinances may provide for all or any of the following matters, namely:- Ordinances and their scope

- (a) the admission of students to the University and their enrolment as such;
- (b) and for admission to the examinations, degrees and diplomas of the University; and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible;
- (c) the conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the University and shall be eligible for degrees and diplomas;
- (d) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University; and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible;
- (e) the conditions of the award of fellowships, studentships, Exhibitions, medals and prizes;
- (f) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (g) the conditions of residence of students of the University; and
- (h) all other matters which by this Act or the Statutes are to be made or may be provide for by the Ordinances.

|                    |   |
|--------------------|---|
| Ordinance how made | <p><b>25. (1)</b> The Ordinances shall be made, amended, repealed or added to by the Executive Council:</p> <p style="padding-left: 40px;">Provided that no Ordinance shall be made:-</p> <p style="padding-left: 80px;">(i) affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the University examinations; and</p> <p style="padding-left: 80px;">(ii) affecting the conditions, mode of appointment or duties of Examiners or the conduct or standard of examination or any courses of study; unless the draft of such an Ordinance has been proposed by the Academic Council</p> <p style="padding-left: 40px;">(2) The Executive Council may return to the Academic Council for reconsideration, either in whole or in part, any draft proposed by the Academic Council under sub-section(1) along with its suggestion:</p> <p style="padding-left: 80px;">Provided that the Executive Council shall not amend the draft proposed by the Academic Council itself. It may, however, reject such draft when submitted to it by the Academic Council for the second time.</p> <p style="padding-left: 40px;">(3) All Ordinances made by the Executive Council shall have effect from such date as it may direct and every Ordinance made shall be communicated, as soon as may be, to the Chancellor.</p> |
| Regulations        | <p><b>26. (1)</b> The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances-</p> <p style="padding-left: 40px;">(a) laying down the procedure to be observed at their meetings; and</p> <p style="padding-left: 40px;">(b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations.</p> <p style="padding-left: 40px;">(2) Every authority of the University shall make Regulations providing for giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of the meetings.</p>  |
| Annual Report      | <p><b>27.</b> The annual report of the University giving details of broad programmes, policies and finances, amendments of Statutes and Ordinances made during the year under report, shall be prepared under the directions of the Executive Council and shall be submitted to the Court on or after such date as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting.</p>   |
|                    | <p><b>28. (1)</b> The annual accounts and the balance-sheet of the University shall be prepared under the directions of the Executive Council and shall once at least every year and at intervals of not more than 15 months be audited by the Director, Local Audit, Haryana or any other auditor that may be appointed by the Government. The annual accounts when audited shall be published in the Haryana Government Gazette and a copy of the annual accounts along with the report of the Director, Local Audit, Haryana or the auditor shall be submitted to the Court and the Chancellor along with the observations of the Executive Council. Any observations made by the Chancellor on the annual accounts shall be brought to the notice of the Court and observations of the Court, if</p>  |
|                    | Annual Accounts   |

any, shall after being considered by the Executive Council, be submitted to the Chancellor.

(2) The annual accounts and the balance sheet of the University shall also be submitted to the Government at the time of its submission to the Chancellor.

**29.** (1) Every salaried officer and teacher, except the Vice-Chancellor, shall be appointed under a written contract, which shall be lodged with the University and any dispute arising out of a contract between the University and any of the officers or teachers shall, at the request of the teacher or officer concerned or at the instance of the University, be referred to a Tribunal of arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and one nominee of the Chancellor. The decision of the majority of the members of the Tribunal shall be final and no suit shall lie in any civil court in respect of the matter decided by the Tribunal.

Conditions of service of officers and teachers.

(2) Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act, 1996(Act 26 of 1996)

**30.** (1) The University shall institute, for the benefit of its officers, teachers and other employees, pension, provident fund and insurance fund as it may deem fit.

Pension, provident fund and insurance fund.

(2) Where any provident fund and insurance fund have been so constituted, the provisions of the Provident Fund Act, 1925(Act 19 of 1925), shall be applicable to it as if it were a Government Provident Fund.

**31.** No act done, or proceeding taken, under this Act by any authority or other body of the University shall be invalid merely on the ground-

Vacancy not to invalidate proceedings

- (a) of any vacancy or defect in the constitution of the authority or body; or
- (b) of any defect or irregularity in election, nomination or appointment of a person acting as a member thereof; or
- (c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.

Powers to remove difficulties.

**33.** If any difficulty arises with respect to the establishment of the University or in connection with the first meeting of any authority of the university or otherwise in first giving effect to the provisions of this Act, the Government may, at any time, before any authority of the University has been constituted by order, make any appointment or do anything, consistent, so far as may be, with the provisions of this Act, which appears to it necessary or expedient for the purposes of removing the difficulty, and every such order shall have effect as if such appointment or action had been made or taken in the manner provided in this Act.

Mode of proof of University record.

**34.** Notwithstanding anything to the contrary contained in the Indian Evidence Act, 1872(1 of 1872), or in any other law for the time being in force, a copy of any receipt, application, notice, order, proceedings, resolution of any authority or

committee of the University, or other documents in possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as evidence of such receipt, application, notice, order, proceedings, resolution, document or the existence of entry in the register and shall be admitted as evidence of the matters and transactions therein where the original thereof would, if produced have been admissible in evidence.

Protection of action  
taken in good faith

**35.** No suit or other legal proceedings shall lie against any officer or employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or Ordinances.

Vesting of properties

**36.** (1) All properties, movable and immovable and all the interests of whatsoever nature and kind therein, vested in the Kurukshetra University relating to Chaudhary Devi Lal Post-Graduate Regional Centre, Sirsa and the courses run thereunder and the posts created, filled before the commencement of this Act, shall vest in the University.

(2) All debts, obligations and liabilities incurred, all contracts entered into and all matters and things engaged to be done in respect of Kurukshetra University relating to Chaudhary Devi Lal Post-Graduate Regional Centre, Sirsa, shall be deemed to have been incurred, entered into, or engaged to be done by, with or for the University.



**CHAPTER- II**  
**THE SCHEDULE**

(Statutes of Chaudhary Devi Lal University, Sirsa)

*(See Section 23)*

1. (i) The Vice-Chancellor shall be ex-officio Chairman of the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor, preside over the convocations of the University held for conferring degrees and over the meetings of the Court. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat, unless he is member of such authority or body.

Powers and duties of the Vice- Chancellor.

(ii) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance.

(iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee and any other authority or body of the University.

(iv) The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effect to the decision of the authorities of the University.

(v) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University, shall be final.

2. (i) The Registrar shall be ex-officio Secretary of the Executive Council and Faculties but not be deemed to be a member of any of these authorities, and shall be ex-officio Member-Secretary of the Court and the Academic Council.

Registrar

(ii) When the office of the Registrar is vacant or when the Registrar is by reason of illness, or any other cause is unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint temporarily for the purpose till the regular appointment is made by the Chancellor on the advice of Government.

(iii) It shall be the duty of the Registrar-

- (a) to be the custodian of the records, common seal and such other property of the University as the Vice-Chancellor shall commit to his charge;
- (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and of any Committee appointed by any authority of the University.
- (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by the authorities of the University;

- (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;
- (e) to supply to the Chancellor copies of the agenda, the minutes of the meetings of the authorities of the University as soon as they are issued;
- (f) to perform such other duties as may, from time to time, be assigned to him by the Vice-Chancellor.

(iv) The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and the academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry:

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(v) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (iv).

(vi) In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(vii) The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of University and shall act in such capacity when the appropriate authority of the University has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties as may be prescribed by Statutes or the Ordinances.

Other officers of the University

**3.** The following persons in the service of the University are also declared to be the officers of the University, namely:-

- (a) Proctor;
- (b) Chief Warden;
- (c) Dean of Students' Welfare, if any;
- (d) Dean, Academic Affairs;
- (e) Dean of Colleges;
- (f) Librarian;
- (g) Controller of Examination;
- (h) Finance Officer.

Proctor, Chief Warden,  
Dean of Students'  
Welfare, Dean  
Academic Affairs.

**4.** The Proctor, the Chief Warden, the Dean of Students' Welfare, Dean Academic affairs shall be appointed by the Executive Council, on the recommendations of the Vice-Chancellor, from amongst the teachers of the University, who shall not be below the rank of Professor on such terms and conditions as the Vice-Chancellor may recommend to the Executive Council:

Provided that the term of Dean, Academic Affairs shall be two years extendable by another one year, if deemed proper, by the Executive Council, on the recommendations of the Vice-Chancellor.

5. The Dean of Colleges, if any, shall be a whole time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of Vice-Chancellor, on such terms and conditions as may be prescribed by the Statutes. He shall discharge such duties as may be assigned to him by the Vice-Chancellor from time to time. Dean of Colleges

6. (1) The Finance Officer shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee, on such terms and conditions as may be prescribed by the Statutes. Finance Officer

(2) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such committee.

(3) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness or any other cause is unable to perform the duties of his offices, the duties of the officer shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(4) The Finance Officer shall-

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes.

(5) Subject to the control of the Executive Council, the Finance Officer shall-

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of the collection of revenue and advise on the method of collection to be employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained uptodate and that stock checking of equipment and other connected materials in all offices, special centres, specialized laboratories, colleges and institutions maintained by the University is conducted;

(g) bring to the notice of the Vice-Chancellor any unauthorized expenditure and other financial irregularities and suggest action to be taken against the person responsible for it;

(h) call for from any officer, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(6) The receipt of the Finance Officer or of the person or person duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Controller of  
Examinations

7. (i) The Controller of Examinations, shall be whole time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Establishment Committee, on such terms and conditions as may be prescribed by the Executive Council.

(ii) It shall be the duty of the Controller of Examinations-

- (a) to conduct examinations in a disciplined and efficient manner;
- (b) to arrange for the setting of papers with strict regard of secrecy;
- (c) to arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;
- (d) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to making it better instrument for assessing the attainments of students;
- (e) any other matter connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

Librarian

8. The Librarian shall be whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Establishment Committee on such terms and conditions as may be prescribed by the Executive Council.

Court and its  
constitution

9. The Court shall consist of the following members, namely:-

(A) Ex-Officio members:-

- (i) The Chancellor;
- (ii) The Vice-Chancellor;
- (iii) The Secretary to Government, Haryana, Finance Department, or a Nominee not below the rank of Director/Joint Secretary;
- (iv) The Secretary to Government, Haryana, Education Department or a Nominee not below the rank of Joint Secretary;
- (v) Higher Education Commissioner or in his absence Joint Director Colleges;
- (vi) Director General Health Services or his nominee not below the rank of Joint Director;
- (vii) The Director of Technical Education, Haryana;
- (viii) The Deans of Faculties;
- (ix) The Dean of Colleges;
- (x) The Registrar;
- (xi) Dean of Students' Welfare, if any;
- (xii) The Controller of Examinations;
- (xiii) Dean of Academic Affairs;
- (xiv) Librarian;
- (xv) Finance Officer

(B) Other members-

- (i) two persons to be elected by the Haryana Vidhan Sabha from amongst its members;
- (ii) professors of the University not exceeding ten, on the basis of Seniority by rotation;
- (iii) five teachers to be elected from amongst the readers and lecturers of The University of whom at least two shall be readers;
- (iv) one principal from the colleges of education admitted to the privileges of the University, on the basis of seniority, by rotation;
- (v) one principal to be elected from amongst themselves by the principals holding their posts in substantive capacity in colleges, other than colleges of education, included in each of the four zones to be demarcated by the Vice-Chancellor;
- (vi) four teachers other than principals to be elected from amongst themselves by the teachers holding their posts in a substantive capacity in colleges included in each of the four zones to be demarcated by the Vice-Chancellor:  
  
        Provided that not more than one teacher under this sub-clause, shall belong to any one college;
- (vii) Secretary, Chaudhary Devi Lal University Students' Union and two Secretaries to be elected from amongst themselves by secretaries of the Students' Union in Colleges for the period from the date of election till 31<sup>st</sup> May of the academic year;
- (viii) Fifteen representatives (ten from amongst eminent academicians and five representatives from industry, commerce, medicine, engineering etc.) to be nominated by the Chancellor, for a term of three years;
- (ix) one of the principals of colleges maintained by the University, by rotation for a term of three years;
- (x) two persons elected from amongst themselves by the representatives of the managements of non-Government colleges. The representatives of the managements shall be from amongst the members of the concerned managements.

(C) (1) The Registrar shall be the Member-Secretary of the Court:

        Provided that no salaried servant of the University, including its allied institutions, shall be eligible for election or nomination under any of the preceding sub-clauses except sub-clauses (ii) to (vi) and (ix) and that if any person elected or nominated under any of the preceding sub-clauses except sub-clauses (ii) to (vi) and (ix) is subsequently appointed to any salaried post in the University or its allied institutions, he shall cease to be a member of the Court:

        Provided further that no person shall be eligible for nomination or

election to the Court except under sub-clause (vii) unless he has attained the age of 25 years.

(2) Save as otherwise expressly provided, the members of the Court, other than ex-officio members, shall hold office for a term of two years.

(3) At all meetings of the Court two-fifths of the members shall form a quorum.

(4) If the required number of members for purposes of quorum is not present within half-an-hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

(5) The method of election shall be by simple majority voting by ballot and the elections shall be conducted in accordance with the rules framed by the Vice-Chancellor.

Meetings of the Court. **10. (1)** The Court shall meet at least once a year.

(2) A special meeting of the Court may be convened at any time, by the Chancellor, the Vice-Chancellor or on a written request by one-third of its members.

Executive Council and its constitution **11.** The Executive Council shall consist of the following persons, namely:-

**I.** Ex-officio members-

(i) The Vice-Chancellor;

+(i a) The Pro Vice-Chancellor;

(ii) The Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of the Director/Joint Secretary;

(iii) The Secretary to Government, Haryana Education Department or a nominee not below the rank of the Director/Joint Secretary;

(iv) The Secretary to Government, Haryana, Technical Education Department or a nominee not below the rank of Director/Joint Secretary.

**II.** Other members-

(a) Five Deans of the Faculties one from each of the following categories:

++ (i) Dean, Faculty of Physical Sciences and Dean Faculty of Life Sciences, by rotation;

(ii) Dean, Faculty of Commerce & Management and Social Sciences by rotation;

(iii) Dean, Faculty of Humanities and Law by rotation;

(iv) Dean, Faculty of Indic Studies and Education, by rotation;

(v) Dean, Faculties of Engineering & Technology and Medical Sciences by rotation;

---

+ Added in view of Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.

++Amended vide resolution no. 5 of 21<sup>st</sup> meeting of the Executive Council held on the 19.02.2008. Received the assent of the Hon'ble Chancellor vide no. HRB-UA-30(1)-07/2421 dated 26.03.2008.

\*(aa) Dean Academic Affairs

- (b) two principals (other than the Deans of the Faculties) of colleges, out of whom one shall be from a women's college, by rotation, on the basis of seniority of age;
- (c) one teacher (other than a principal) of a college to be elected by the members of the Court from amongst themselves;
- (d) one out of the professors of the University Teaching Departments other than Deans under sub-clause (a), by rotation for one year, on the basis of seniority;
- (e) two teachers of the University Teaching Departments other than professor to be elected from amongst themselves out of whom at least one shall be Reader;
- (f) four persons as the Chancellor's nominee from amongst distinguished Educationists of national or international eminence or distinguished serving/retired civil servants.

III. (i) The Registrar shall be ex-officio Secretary of the Executive Council.

(ii) Two-fifths of the members will form a quorum.

(iii) Save as otherwise expressly provided, the members of the Executive Council, other than Ex-officio members, shall hold office for a term of two years

IV. Any member who ceases to hold the qualifications by virtue of which he was elected or nominated as member to the Executive Council shall cease to be a member thereof.

12. Any decision of the Executive Council in the matters involving additional financial liability and those relating to the annual budget of the University shall hold good only if at least one representative of the Government is present at the time of taking such decision and has consented to that decision.

Decision of Executive Council

13. The Executive Council shall exercise the following powers, namely:-

Powers of the Executive Council

- (a) to hold, control and administer the revenue, property and funds of the University;
- (b) to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff and principals of colleges and institutions maintained by the University:

Provided that in the matters of creation of new posts involving additional financial liability shall hold good if the representative of the Government as given below:-

Finance Secretary or in his absence his representative;

OR

---

\* Amended vide resolution no. 1 of 18<sup>th</sup> meeting of the Executive Council held on the 09.07.2007. Received the assent of the Hon'ble Chancellor vide no. HRB-UA-30(1)-07/4989 dated 22.08.2007

Education Secretary or in his absence his representative, is present at the time of taking such decision and has consented to that decision:

Provided further that in case the Government representative from the Finance/ Higher Education Department is not present in two consecutive meetings even after the proper notice, then the Executive Council may approve the proposal regarding creation of posts:

Provided further that in respect of the number, qualifications and the emoluments of teachers and academic staff, the Executive Council shall take action after consideration of the recommendations of the Academic Council and the Finance Committee.

- (c) to appoint professors, readers, lecturers, other academic staff and principals of colleges and institutions maintained by the University, on the recommendations of the Selection Committees constituted for the purpose and to fill in temporary vacancies therein;
- (d) to create administrative, ministerial and other posts and to make appointments thereto, in the manner prescribed by the Statutes;
- (e) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
- (f) to invest any money belonging to the University including any unapplied income in such stocks, funds, shares or securities as it shall from time to time, think fit or in the purchase of immovable property in India with the like powers of varying such investments from time to time;
- (g) to transfer or accept transfer of any movable and immovable property on behalf of the University;
- (h) to provide buildings, premises, furniture and apparatus and other means needed, for carrying on the work of the University;
- (i) to select a common seal for the University;
- (j) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other employee or authority of the University or to a committee appointed by it, as it may deem fit;
- (k) to enter into, vary, carry out, or cancel contracts on behalf of the University;
- (l) to make, amend or repeal the Statutes;
- (m) to make decisions regarding maintenance of discipline among students;
- (n) to exercise all powers of the University not otherwise provided for by the Act, the Statutes, or the Ordinances.



14. The Academic Council shall consist of the following persons, namely:-

Academic Council and  
its constitution

**I. Ex-officio members-**

(i) The Vice-Chancellor;

+ (i a) The Pro Vice-Chancellor;

\*(ii) The Higher Education Commissioner , Haryana or the Joint Director (Colleges), Haryana or any nominee of the Higher Education Commissioner not below the rank of Deputy Director Colleges;

(iii) The Registrar;

(iv) The Deans of Faculties;

(v) The Dean of the Students' Welfare, if any;

(vi) The Dean, Academic Affairs;

(vii) The Dean of Colleges;

(viii) The Chairpersons of the Departments;

(ix) The Chief Warden of University Hostels;

(x) The Proctor;

(xi) The Controller of Examinations, if any;

(xii) Librarian of the University Library;

(xiii) One out of the principals of colleges maintained by the University, by rotation, provided that he is not a member of the Executive Council;

(xiv) Professor(s) Emeritus appointed by the University/Emeritus Fellow appointed by the University Grants Commission (but without having right to vote or seek election).

**II. Other members-**

(i) one professor appointed by the University from each Department, by rotation, on the basis of seniority;

(ii) one University reader from each faculty, by rotation, on the basis of seniority;

(iii) one University lecturer from each faculty, by rotation, on the basis of seniority;

---

+ Added in view of Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.

\* Amended as per orders of the State Government conveyed by the Higher Education Commissioner, Haryana, Panchkula vide Memo. no. 18/171-2008 UNP(I) dated 04.12.2008. Received the assent of Hon'ble Chancellor vide no. HRB-UA-30(4)-08/9021 dated 07.10.2008

(iv) one principal and three teachers to be elected from amongst themselves by the principals and teachers respectively, holding their posts in substantive capacity in the colleges included in each of the constituencies mentioned below:-

(a) Government colleges, other than the colleges of Education;

(b) Colleges of Education;

(c) Non-Government colleges, other than the colleges of Education, in each of the four zones to be demarcated by the Vice-Chancellor: Provided that not more than one teacher elected under this clause shall belong to any one college;

(v) five educationists of national or international eminence to be nominated by the Vice-Chancellor, from outside the University, provided that not more than one of them shall be from the same field;

(vi) three persons elected by the Court from amongst its own members;

(vii) president, Chaudhary Devi Lal University Students' Union and two presidents to be elected from amongst themselves by the presidents of the students' Unions in the colleges for the period from the date the date of election till 31<sup>st</sup> May of the Academic Year:

Provided that the members coming under this sub-clause shall not participate in the meeting at the time the Academic Council considers the appointment of examiners.

**III.** (1) The Registrar shall be the Member-Secretary of Academic Council

(2) Two-fifths of the members will form a quorum.

(3) Save as otherwise expressly provided, the members of the Academic Council, other than Ex-officio members, shall hold office for a term of two years.

(4) The method of election shall be by simple majority voting by ballot and the elections shall be conducted in accordance with the rules framed by the Vice- Chancellor.

Powers of Academic Council.

**15.** (1) The Academic Council shall exercise the following powers, namely:-

(a) to exercise general supervision over the academic policies of the the University and to give directions regarding methods of instructions, cooperative teaching among colleges and institutions, evaluation of research of improvements in academic standards;

- (b) to consider matters of general academic interest either on its own initiatives or on reference by the Chancellor, the Vice-Chancellor, the Executive Council or a Faculty and to take appropriate action thereon;
- (c) to recommend to the Executive Council, the creation and abolition of teaching posts;
- (d) to prescribe syllabi and courses of study for various examinations on the recommendations of the faculties;
- (e) to frame such regulations consistent with the Statutes and Ordinances regarding the academic functions of the University, discipline, residence, admissions, awards of fellowships, studentships, scholarships, medals and prizes, fee concessions, corporate life and attendance; and
- (f) to exercise such other powers and perform such other duties as may be conferred or assigned to Academic Council by the Act, the Statutes, or the Ordinances.

(2) All decisions of the Academic Council concerning syllabi, courses of studies, and the conducting of examinations so far as they are not provided for by the Statutes and Ordinances shall be final.

**16.** (1) The Finance Committee shall consist of the following persons, namely:-

Composition of Finance Committee

**I.** Ex-officio members-

- (a) the Vice-Chancellor (Chairperson);
- \* (aa) the Pro Vice-Chancellor;
- (b) the Secretary to Government, Haryana, Finance Department, or a nominee not below the rank of Director / Joint Secretary;
- (c) the Secretary to Government, Haryana, Education Department, or a Nominee not below the rank of Director/ Joint Secretary;
- (d) the Secretary to Government, Haryana, Technical Education Department or a nominee not below the rank of the Director / Joint Secretary;.

**II.** Other members-

- (a) one outside member having expertise in finance to be nominated by the Chancellor on the recommendation of the Vice-Chancellor;
- (b) two Deans of Faculties to be nominated by the Vice-Chancellor;
- (2) The Registrar will be the Member-Secretary of the Committee.
- (3) Nominated member of the Finance Committee shall hold office for a term of two years.

---

\* Added in view of Haryana Act No. 18 of 2008, assented to by the Governor of Haryana on the 17<sup>th</sup> April, 2008 and published in Haryana Govt. Gaz.(Extra.), Apr 25, 2008.

- (4) Three members, out of whom at least one member shall be a Government nominee, shall form the quorum.

Functions and powers of the Finance Committee.

**17.** (1) The Finance Committee shall examine the accounts and scrutinize the proposals for expenditure and shall submit the annual budget to the Executive Council for approval. No expenditure in the budget shall be incurred by the University without the prior approval of the Finance Committee which shall fix limits for the total recurring and non-recurring expenditure for the year based on the resources and the income of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.

(2) It shall examine and recommend to the Executive Council the creation of teaching and other posts.

(3) The annual accounts and the official estimate of the University shall be laid before the Finance Committee for its consideration and comments thereon and thereafter submitted to the Executive Council for approval.

Faculties of University

**18.** There shall be the following Faculties:-

- + (1) Faculty of Humanities
- (2) Faculty of Social Sciences
- (3) Faculty of Life Sciences.
- (4) Faculty of Education.
- + (5) Faculty of Physical Sciences.
- ++ (6) Deleted.
- (7) Faculty of Engineering and Technology.
- (8) Faculty of Law.
- (9) Faculty of Commerce and Management.
- \* (10) Deleted.
- \* (11) Faculty of Medical and Allied Sciences. Such other Faculties as the Executive Council on the recommendation of the Academic Council, may prescribe by Statutes.

Constitutions of Faculties

**19.** (1) Each Faculty shall consist of -

- (i) Dean of Faculty- (Chairperson);
- (ii) Chairman of the Departments included in that Faculty;
- (iii) One Professor from each Department on the basis of seniority by rotation;
- (iv) One Reader and one Lecturer appointed or recognized by the University in the Departments included in the Faculty by rotation according to seniority;
- (v) Two Principals of Colleges/Institutes admitted to the privileges of the University on the basis of seniority by rotation.

(2) Members nominated shall hold office for two years:  
Provided that the Executive Council, at the request of the Academic Council, may increase the number of members of a Faculty.

---

+ Amended vide resolution no. 10 of 17<sup>th</sup> meeting of the Executive Council held on 10.06.2007. Received the assent of the Hon'ble Chancellor vide no. HRB-UA-30(1)-07/3951 dated 25.06.2007.

++ Deleted vide resolution no. 16 of 24<sup>th</sup> meeting of the Executive Council held on 28.06.2008. Received assent of the Hon'ble Chancellor vide no. HRB-UA 35(i)-08/7768 dated 01.09.2008.

\* Amended vide resolution no. 1 of 18<sup>th</sup> meeting of the Executive Council held on 09.07.2007. Received assent of the Hon'ble Chancellor vide no. HRB-UA-30(1)-07/4989 dated 22.08.2007.

\* (3) Branch In-charge of the Academic Branch not below the rank of Assistant Registrar may act as Secretary of the Faculties.

(4) Two-fifths of the members in each Faculty shall form the quorum.

**20.** (1) There shall be a Dean of each Faculty who shall be appointed by the Vice-Chancellor. The Dean shall be appointed in rotation on the basis of seniority amongst the Professors in various Departments comprising the Faculty: Dean of Faculties

Provided that a Professor appointed as Dean, will get his next turn after all the Professors in the Faculty, have been appointed as Dean in order of their seniority:

Provided further that in case there is no Professor in the Faculty, the Dean shall be appointed from amongst the Readers in the concerned Departments.

(2) Suitable remuneration shall be attached to the office of the Dean who shall hold office for a term of three years.

(3) The Dean shall convene meetings of the Faculty and will preside over them.

(4) The Dean shall be responsible for the co-ordination of teaching therein and the execution of the decision of the Faculty.

(5) He shall have the right to be present and to take part in discussion at any meeting of committee of the Faculty.

**21.** Subject to the control of the Academic Council, the powers of the faculty shall be- Powers of the Faculties.

- (a) to co-ordinate teaching and research work of the University in the Departments assigned to the Faculty;
- (b) to recommend to the Academic Council courses of studies and syllabi for the different examinations after necessary reports from the Boards of studies;
- (c) to receive reports from the Department for the creation and abolition of posts and to forward them to the Academic Council with such recommendations as it may consider reasonable;
- (d) to discuss and suggest to the Academic Council schemes for the advancement of standards of teaching and examination; and
- (e) to deal with any matter that may be referred to it by the Academic Council or the Vice-Chancellor or the Dean of the Faculty.

---

\* Amended vide resolution no. 24 of 30<sup>th</sup> meeting of the Executive Council held on 21.11.2009. Received assent of the Hon'ble Chancellor vide no. HRB-UA-30(1)-07/16576 dated 16.12.2009.

Chairpersons of  
Departments.

**22.** (1) Each teaching department shall have a Chairperson who shall be appointed by the Vice-Chancellor for a period of three years by rotation:

Provided that-

(a) if a Department has two or more Professors, the Chairpersonship shall rotate by seniority only among the Professors:

Provided that a Professor appointed as Chairman will get his next turn after all the Professors in the Departments have been appointed as Chairperson in order of their seniority;

(b) if a Department has only one Professor, the Chairpersonship shall rotate between the Professor and the Senior most Reader;

(c) if a Department has no Professor, the Chairpersonship shall rotate between the two senior most Readers;

(d) the Vice-Chancellor, if he considers it necessary for any administrative reason, may deviate from the principle of seniority, in which case he will report the matter to the Executive Council at its next meeting.

(2) In the case of Department where no teacher is eligible for appointment as Chairperson or for such Departments where instruction is imparted only upto the Under-Graduate level in the colleges, the Dean of the concerned Faculty shall be the Chairperson.

(3) In case a senior person is on long leave the next eligible person will be appointed as Chairperson of the Department and he will continue as such till the completion of his term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Chairperson after the expiry of the term of the present incumbent.

(4) In case the Chairperson of the Department by reasons of illness, absence or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by the next eligible person, unless, the Vice-Chancellor orders otherwise.

(5) In case a person refuses to accept the offer of appointment as Chairperson or resigns on his own, he will not be eligible for appointment as Chairperson of the Department till his turn comes again after the completion of the rotation circle among the eligible teachers.

(6) If the Vice-Chancellor deems it necessary, he may appoint the next eligible person as Chairperson irrespective of the fact that the term of the present Chairperson has not yet expired, in which case he will report the matter to the Executive Council at its next meeting.

Appointments.

**23.** (1) All appointments to teaching posts shall be made by the Executive Council on the recommendations of the Selection Committee.

(2) Appointments to Class-A posts (non-teaching/technical) shall be made by the Executive Council, on the recommendation of the Establishment/Selection Committee.

- (3) (i) Appointments to posts other than Class-A shall be made by the Vice-Chancellor after complying with the due procedure laid down in the rules or orders.
- (ii) Appointments on daily wages in respect of class C and D employees shall be made by the Registrar after complying with the due procedure laid down in the rules or orders.

(4) Notwithstanding anything contained in clauses (1), (2) and (3) above, the Vice-Chancellor may, where he considers necessary, make an adhoc or temporary appointment for a period not exceeding six months, if it is not possible or desirable to make regular appointment. Where the appointing authority is the Executive Council, the decision taken by the Vice-Chancellor shall be reported to the Executive Council in its next meeting.

24. (1) A Selection Committee for any appointment of Professor/Reader/Lecturer specified below shall consist of –

- (i) The Vice-Chancellor;
- (ii) The Dean of the Faculty;
- (iii) The Chairperson of the Department concerned, if he is Professor;
- (iv) The senior-most Professor in the Department except where otherwise decided by the Vice-Chancellor;
- (v) Three persons, not connected with the University, nominated by the Vice-Chancellor from a panel of names drawn up by the Academic Council on the basis of their special knowledge of, or interest in the subject with which the Professor will be concerned:  
Provided that the Vice-Chancellor may add more names to the panel in special circumstances and report these to the Academic Council at its next meeting.
- + (vi) An Academician, who is nominee of the Chancellor.

(2) The panel of names drawn up by the Academic Council and the additions, if any, made thereto by the Vice-Chancellor, as provided in the Statutes, shall be subject to approval of the Chancellor:

Provided that in case one of the experts fails to turn up at Selection Committee, after accepting the invitations to attend the same, the proceedings of the meeting shall not be invalidated:

Provided further that the proceedings of the meeting of a Selection Committee shall not be invalidated in case of any of the Ex-Officio members of the Selection Committee fails to attend the meeting.

(3) The Vice-Chancellor shall preside at the meetings of a Selection Committee and the Registrar shall act as its Secretary. The meeting of a Selection Committee shall be convened by, or under the directions of the Vice-Chancellor.

(4) The Selection Committee shall consider and submit to the Executive Council the recommendations as to the appointment referred to it. If the Executive Council is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chancellor for final orders.

++(5) Notwithstanding anything contained in Statutes, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor in the University, on such terms & conditions as it deems fit and on the person agreeing to do so, appoint him to the post.

Establishment  
Committee

**25.** The constitution of the Establishment Committee shall be determined by the Ordinances.

Constitution and  
Functions of the  
Academic Planning  
Board.

**26.** (1) The Academic Planning Board shall consist of-

(a) Vice-Chancellor;

(b) Not more than seven persons of high standing in education who shall be appointed by the Chancellor on the recommendations of the Vice-Chancellor for a term of two years;

(c) The Registrar shall be the Secretary to the Board.

(2) The recommendations of the Board shall be implemented after they are approved by appropriate authorities of the University.

(3) It shall advise on the planning and development of the University particularly in respect of the standards of educations and research in the University.

Convocation

**27.** Convocation of the University for conferring of degrees and for other purposes shall be held in such manner as may be laid down by the Executive Council from time to time, by means of an Ordinance:

Provided that every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.

Departments.

**28.** There shall be University Teaching Departments duly created by the Academic Council on the recommendation of the Vice-Chancellor in the various Faculties of the University.

Assignment of  
Department of  
studies to Faculties.

**29.** The Departments of Studies shall be assigned to various Faculties by the Academic Council on the recommendation of the Vice-Chancellor.

Board of Studies

**30.** (1) Every Department included in a Faculty, shall have two boards of Studies, one for Under-Graduate Studies and the other for Post-Graduate Studies and Research.

---

++ Amended vide resolution no. 3 of 18<sup>th</sup> meeting of the Executive Council held on 09.07.2007. Received assent of the Hon'ble Chancellor vide no. HRB-UA-30(1)-07/4989 dated 22.08.207.



- (2) The Board of Under-Graduate Studies shall consists of-
- (i) The Chairperson of the Department;
  - (ii) One Professor appointed or recognized by the University in the Department, to be nominated by the Vice-Chancellor, by rotation according to seniority;
  - (iii) One Reader and one Lecturer appointed or recognized by the University in the Department, to be nominated by the Vice-Chancellor, by rotation, according to seniority:  
Provided that no such teacher shall be nominated for two consecutive terms:  
Provided further that a teacher who has been nominated as a member of the faculty shall not be nominated under this sub-clause.
  - (iv) six teachers (including principals) of Under- Graduate Courses from the colleges in the subject concerned, to be nominated by the Vice-Chancellor, by rotation, according to seniority, to be determined by the length of Under-Graduate teaching experience ensuring that there is not more than one such member from any one college;
  - (v) two outside experts to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Department;  
Provided that the Executive Council at the request of the Academic Council may increase the number of members of a Board of Under-Graduate Studies, under sub-clause (v) above.
- (3) The Board of Post-Graduate Studies and Research shall consist of-
- (i) the Chairperson of the Department;
  - (ii) all the Professors appointed or recognized by the University in the Department;
  - (iii) two Readers and two Lecturers appointed or recognized by the University in the Department to be nominated by the Vice-Chancellor by rotation according to seniority;
  - (iv) two teachers including the Heads of the Post-Graduate Departments in colleges admitted to the privileges of the University in the subject concerned with at least 10 years teaching experience, out of which 5 years shall be as Post-Graduate Degree teacher, to be nominated by the Vice-Chancellor, by rotation according to seniority to be determined by the length of Post -Graduate Teaching experience.  
Provided that if the number of colleges having Post Graduate Department is more than six, then one more teacher of the subject concerned will be nominated but not more than one such member shall be from the same college;.
  - (v) two outside experts to be nominated by the Vice-Chancellor, on the recommendation of the Chairman of the Department:  
Provided that the Executive Council at the request of the Academic Council, may increase the number of members of a Board of Post-Graduate Studies under sub-clause(v) above.

- (4) (i) The Board of Under-Graduate Studies shall recommend to the Academic Council, through the Faculty concerned, courses and Syllabi of studies and text books for the various subjects for Under-Graduate courses and the Board of Post-Graduate Studies shall make such recommendations in respect of the courses for Post-Graduate classes and Research Degrees.
- (ii) The Boards of Studies shall also make recommendations to the Academic Council, regarding the appointments of paper-setters and examiners for the Under-Graduate or the Post-Graduate courses, as the case may be.
- (iii) The Board of Studies shall deal with any other matter that may be referred to them by the Faculty. The Chairperson of the Department shall be the Chairperson of the Board. Members, Other than ex-officio members, shall hold office for two years:  
 Provided that a person whose book or any other publication is to be the subject of consideration before the Board, shall not be attached to the Board.  
 Provided that a person who, in one way or the other, is involved in publication of cheap notes, guides or help books shall not be eligible to be a member of a Board of Studies.

Withdrawal of degree/  
diploma etc.

**31.** A degree, diploma, certificate and other academic distinctions may be withdrawn by the University-

- (a) if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the Ordinance;  
 or
- (b) if the candidate has misbehaved at a convocation of the University; provided that the question whether a person has misbehaved in terms of this Statute shall be finally decided by the Vice-Chancellor; or
- (c) when sufficient evidence is laid before the Academic Council showing that any person on whom a degree or diploma etc. was conferred by the University has been convicted of what is in their opinion a serious offence.

The Academic Council may recommend to the Executive Council that such a degree or diploma be cancelled.

Withdrawal of  
approval, recognition  
of teachers.

**32.** Approval, recognition to a teacher may be withdrawn by the University-

- (a) if the teacher fails to perform duties in accordance with the manner laid down by the Ordinances;
- (b) if sufficient evidence is laid before the Executive Council that the teacher has committed an act which in their opinion is a serious offence, the Executive Council may withdraw approval, recognition of the teacher.

Gratuity, ex-gratia  
grant etc.

**33.** The University shall provide for the benefits of its officers, teachers and other employees, gratuity, ex-gratia grant etc. on the pattern of the Government.

Fellowships,  
Scholarships, Medals  
and Prizes.

**34.** The number and value of fellowships, scholarships, medals and prizes to be awarded shall be determined by the Executive Council either on its own initiative or on the recommendations of the Academic Council or Finance Committee.

**35.** (1) Notwithstanding anything contained in these Statutes, a person, who is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as a holder of particular appointment, shall hold office so long only as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be:

Limitation of term of membership.

Provided that a teacher-member of any authority or body of the University who resigns his service or proceeds on leave for six months shall cease to be a member of the respective body and a substitute shall be appointed. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be appointed or elected, where the membership is held in abeyance.

(2) If a teacher is on leave for a period of six months or more, he shall not be eligible for nomination or re-election for that particular vacancy. He will, however, be eligible for nomination or election in a vacancy which may arise after his return from leave.

**36.** Notwithstanding anything contained in these Statutes or the Ordinances of the University, no person, who has been convicted of any offence involving moral turpitude or has been dismissed for misconduct from a Government or Semi-Government institution or from a University or an educational institution of any kind, shall be eligible to become, or to continue as a member of any authority of this University or of any committee appointed by the University. A person under suspension shall not be allowed to sit in any meeting of the above authorities or committees during the period of his suspension.

Termination of membership etc

**37.** If a person is debarred by the Academic Council from any work of the University on account of any kind of malpractice on his part in connection with a University examination, such a person will be disqualified to become, or to continue as a member of any body or authority of the University so long as the bar lasts.

Disqualification of membership

**38.** (1) The officers, teachers and other employees of the University may exercise, subject to the control of the Vice-Chancellor and the superior officers concerned, such administrative and /or financial powers, as the Executive Council may delegate through Ordinances or Rules and Regulations or by resolutions adopted by it.

Delegation of administrative and financial powers to the officers/teachers/employees of the University

(2) The Vice-Chancellor or the Registrar, with the approval of the Vice-Chancellor, may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been vested in them by the Statutes, Ordinances and Regulations.





**CHAPTER- III****ORDINANCE : ADMISSIONS****1. (1) Admission of Students in the University Teaching**

Departments and University maintained /recognised Colleges

shall be regulated by a Committee consisting of the following : —

- (a) Vice-Chancellor or his nominee.
- (b) Deans of the Faculties.
- (c) Dean, Students' Welfare.
- (d) Dean Academic Affairs.
- (e) Proctor.
- (f) Chief Warden.
- (g) Dean of Colleges.
- (h) One Principal from each of the following categories of Colleges/Institutions recognised/maintained by the University to be nominated by the Vice-Chancellor for a term of two years :
  - (i) Colleges/Institutions maintained by the University.
  - (ii) Govt. Colleges other than the Colleges of Education.
  - (iii) Professional Colleges including Colleges of Education.
  - (iv) Other Non-Govt. Colleges.

- (j) Director, University Centre For Distance Learning. Two members to be nominated by the Academic Council, from among its own members, for a term of two years.
- (k) Controller of Examinations.
- (l) Registrar.

Two-fifth of the members will form the quorum.

- (2) The Admission Committee shall, subject to the provisions of Ordinances, decide :-
  - (i) the manner in which admission to the University Teaching Departments and to the Colleges recognised/maintained by the University shall be regulated;
  - (ii) in particular and without prejudice to the generality of the foregoing power, the Committee may lay down :—
    - (a) the principles for drawing up merit lists of candidates applying for admission, and the categories of candidates for which any seats are to be reserved and/or to whom any weightage is to be allowed for placement in the merit lists;
    - (b) the number of seats to be available in the Departments and in the Colleges;
    - (c) the schedule of dates for admission to the various courses;
    - (d) such other matter as may be referred to it by the Vice-Chancellor.

(3) (i) If the concerned authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her to any course of study in the University/College. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.

(ii)(a) An Under-graduate student will continue to be on the rolls of the College affiliated to/administered by the University for maximum period of four years (counted from the year of admission to First Year of a Bachelor's Degree Course). For a stay as a regular student beyond the stipulated period, the student concerned will be required to seek the prior permission of the Vice-Chancellor.

Provided that no student who has completed the prescribed course of studies for an Under-graduate Course in a recognized / maintained College and has failed in the examination twice, shall be allowed re-admission in a College in that class. For this purpose a student who does not appear in the Examination after having completed the prescribed course shall be considered to have failed. Such a student may, however, appear in that examination as an ex-student/private candidate, if otherwise eligible under the Rules.

b) A Graduate candidate will be allowed admission to either (i) LL.B. Course or (ii) Post-graduate Course for a maximum duration of (i) 4 years (ii) 3 years respectively, subsequent to his/her admission in that course. For a stay beyond the



stipulated period as a regular student, he/she will be required to seek the prior permission of the Vice-Chancellor.

- c) Post-graduate candidate admitted to the M.Phil. Course shall continue as a regular student only till August 31<sup>st</sup> of the next year. In case, he/she desires to continue as a regular student beyond this date, he/she will require the prior permission of the Vice-Chancellor.
- (4) Unless otherwise provided in the relevant Ordinance the minimum eligibility condition for admission to various Courses for Scheduled Castes or Scheduled Tribes candidates will be the Pass Marks in the qualifying examination.
- (a) Blind/Physically and Visually Handicapped candidates shall be given 5% relaxation in the minimum eligibility conditions for admission to the various courses in the University and its affiliated Colleges.

## CHAPTER- IV

### ORDINANCE : REGISTRATION OF STUDENTS

1. The Registrar shall maintain a Register of all Under-graduates and Graduates studying for University Examinations in the University Teaching Departments and the recognised institutions or carrying on research work in the University or appearing in a University Examination in the capacity of Private candidates.
2. The register shall contain, in respect of each student, the name in full, the name of father, the name of mother, Institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University Examination with roll number, and any University scholarship, medal or prize won, every degree taken and serious penalty awarded to him by the Institution or the University.
  - 2.1. Every student shall attend his classes on all working days unless he is granted leave of absence by the Chairperson of the University Department/Principal of the College concerned. If a student remains absent from his classes for a continuous period of seven working days without any valid reason, medical or otherwise, his name shall be struck off the rolls, irrespective of the fact that he has paid his dues.

However, the student may be re-admitted with the permission of the Chairperson of the Department/Principal of the College concerned on payment of re-admission fee, as prescribed by the University from time to time in addition to arrears of fees, if any, provided that the Chairperson of the Department/Principal of the College is satisfied that if re-admitted the student will not fall short of requisite percentage of lectures etc.

3. A student from any other University/Board or from a Board of Education (other than the Board of School Education, Haryana) shall be eligible for admission to the University only on the production of a Migration certificate, in original, showing that the University or the Board has no objection to his joining this University and on payment of the prescribed Migration fee. However, the requirement of submission of Original Migration Certificate will not be applicable to the students pursuing studies through University Centre for Distance Learning and in lieu thereof all such students, who have passed their last examination from any other University/Board (other than Board of School Education, Haryana) will be required to submit with their admission form an affidavit, duly attested by the Magistrate First Class, affirming that:-
- (i) he/she will not pursue more than one course in the same academic session, except those permitted by the University;
  - (ii) he/she has not been debarred/disqualified/expelled by the previous University/Board from appearing in any University examination; and
  - (iii) no case of use of unfair means in the University examinations has been pending against him/her at the previous University/Board.

If the candidates seeking admission to University Centre for Distance Learning submits the original Migration Certificate with the Admission Form, he/she will not be required to submit the Affidavit.

Provided that the condition of production of Migration Certificate shall not apply in case of students passing their

examinations from a Foreign University.

Provided further that in case a candidate does not submit his/her Migration Certificate along with Admission Form, he/she may submit the same without any late fee by the last date prescribed by the University for submission of Examination Forms without late fee i.e. December 21 of the year. Provided still further that in case the candidate does not submit his Migration Certificate even up to aforesaid date, he may be allowed to submit the same up to 28<sup>th</sup> February of the year or declaration of his/her result with the Late Migration Fee, as prescribed by the University from time to time.

However, the candidates who do not submit their Migration Certificate up to 28<sup>th</sup> February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the Magistrate First Class to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously.

Provided that a candidate of another University/Board who could not clear Compartment/re-appear subject of his/her lower qualifying examination at the first chance, i.e., in Supplementary examination and is given second chance to clear his/her Compartmental/re-appear subject at the Annual Examination with his/her main examination, i.e., B.A./B.Sc Part-I/II/III Examination, may submit his/her Migration Certificate upto 30<sup>th</sup> June of the same year without late fee. If such a candidate fails to

submit his/her Migration Certificate by the 30<sup>th</sup> June, his/her candidature for the main examination shall be cancelled. However, his/her candidature for B.A./B.Sc. Part-I/II/III, as the case may be, may be revived if the Migration Certificate is submitted by 31st October of the same year with a late fee as prescribed by the University and an affidavit duly signed by the Magistrate First Class, to the effect that he/she has not appeared simultaneously in any other examination except his/her compartmental/re-appear subject of lower qualifying examination from another University/Board.

Provided further that the above conditions shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination). However, the candidate for the Second Semester or Third Semester shall have to follow the procedure prescribed for the candidate appearing under the Annual Examination System.

4. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Department/College which he joins, the Registration fee and the continuation fee per annum thereafter, as prescribed by the University from time to time. In case of re-admission of a student, whose name is struck off the rolls of the Department/College, he shall pay the prescribed fee for making necessary entries in the University Register. No further fee for registration shall be charged.

An Eligibility fee, as prescribed by the University, in addition to the Registration fee shall be charged from a private candidate as well as from a regular student who seeks admission after passing the lower Examination from any other Indian University/Foreign

University/Board.

5. The Chairperson of the University Teaching Department and the Principal of every recognised/maintained College shall forward to the Registrar, within one month of the last date for admission or in case of admission with late fee, within 40 days, from the date of actual admission, the names of the students in the prescribed form together with their Registration fee. In case a Department/ College fails to do so, the penalty as imposed by the University, shall be charged for each day's delay, subject to a maximum amount fixed by the University. In the case of a student who is already registered with the University, the Registration Number will be indicated and in his case the Registration fee shall not be payable, but such a candidate shall pay the Continuation fee per annum, as prescribed by the University from time to time.
6. Students registered under this Ordinance shall be called "Students of the University". A student who is not registered shall not be admitted to any University Examination.
7. On registration, the student shall be provided with a Registration Card through his Chairperson of the Department/ Principal indicating the number under which his name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University Examination.

Provided that applications for correction in the particulars of the candidates shall be entertained by the Registrar up to three months from the date of issue of the Registration Card without

any Correction fee.

Applications for Corrections in the particulars received after the expiry of the aforesaid period shall be entertained with the prescribed fee.

8. Applications for admission to University Examinations shall be scrutinised with reference to the University Register. The Registrar may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and require him to forward a complete statement of the particulars together with an additional fee as prescribed by the University. Such particulars shall, in the case of a student on the rolls of a Department/College, be forwarded through the Chairperson of the Department/Principal concerned.
9. A person who applies for permission to appear in an examination as a private candidate shall quote his registered number. If he is not already registered with this University, he shall get his name registered before he is allowed to appear in the examination.
10. A person applying for change of his name in the Register shall submit his application :-
  - (a) in the case of a regular student, through the Chairperson of the Department/Principal of the College last attended by him;
  - (b) in the case of private candidate, through the Chairperson of a University Teaching Department or the Principal of a Recognised College, or an Officer of the University not

below the rank of an Assistant Registrar or a Government Gazetted Officer, or in the case of a Government employee, through the Head of the Department in which he is employed.

The application shall be submitted alongwith the prescribed fee and the photocopies of the Certificate(s) of lower qualifying examination, on the basis of which particulars are to be changed, duly attested by the competent authority.

- 11.** If a student's name is struck off the rolls of the institution, or he migrates to another institution or is rusticated or expelled, such a fact shall immediately be reported to the Registrar for record in the Register of Students and for such other action as may be necessary.



**CHAPTER- V****ORDINANCE : MIGRATION OF STUDENTS.****A—Migration from another University to the Chaudhary Devi Lal University.**

1. A Student from any other University or from a Board of Education (other than the Board of School Education, Haryana), shall be eligible for Migration to the University only :-
  - (i) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any, are not less than those of the candidates admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice-Chancellor, on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course;
  - (ii) on the production of a Migration Certificate showing that the University or the Board has no objection to his joining this University; and
  - (iii) on payment of the prescribed Migration Fee.

Provided that the condition of production of the Migration Certificate shall not apply in the case of students passing their examination from a Foreign University.

Provided further that in case a candidate does not submit his/her Migration Certificate along with Admission Form, he/she may submit the same without any late fee by the last date prescribed by the University for submission of Examination Forms without late fee i.e. December 21 of the year. Provided still further that in case the candidate does not submit his Migration Certificate even up to aforesaid date, he may be allowed to submit the same up to 28<sup>th</sup> February of the year or declaration of his/her result with the Late Migration Fee, as prescribed by the University from time to time.

However, the candidates who could not submit their Migration Certificate up to 28<sup>th</sup> February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the Magistrate First Class to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously.

Provided further that the above conditions shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination). However, the candidate for the Second Semester shall have to follow the procedure prescribed for the candidates appearing under the Annual Examination System.

2. A student who has not completed his course of studies, or, having completed his course of studies, has not appeared at the examination for which he was reading in any other University or a college admitted to its privileges or in any college under the control of a Board of Intermediate Education shall not be admitted to the University except on production of the following documents in addition to the certificate mentioned in the preceding Clause :-

(a) leaving certificate from the Principal of the College or from the Registrar of the University which he leaves;

(b) certified copies of the entries against his name in the Register of Students of the University concerned;

(c) a certificate from the Chairperson of the University Teaching Department/Principal of the College, to which admission is sought by the student, to the effect that he has attended, in the subject offered by him at this University, sufficient number of lectures in the College/University from which he wishes to migrate, so as to enable him to complete the course of studies prescribed by the University.

3. **Migration to a College in the Faculty of Engineering and Technology**

Notwithstanding anything contained in any other rules, regulations, ordinance with regard to the matters covered hereunder, the following rules shall apply for migration to Engineering Colleges in the Faculty of Engineering & Technology, Chaudhary Devi Lal University.

1. The candidate must have valid reason(s) (supported by

documentary proof) for migration. Migration cannot be claimed as a matter of right and can be refused without assigning any reason.

2. Migration would be considered only subject to availability of seats after allowing change of Branch to the existing students as per rules of the University. Provided further that in no case migration would be considered against additional seat.
3. The degree of the University from where the student seeking Inter-University Migration should be recognised as equivalent to the degree of this University. The academic attainments in respect of the syllabi of the 4-year degree course should be similar and there should not be any material difference from the Corresponding examination of this University. In other words, the scheme of examination and the syllabi of the course should be the same.
4. Application(s) for migration must reach the University on the prescribed forms on payment of such charges as are fixed from time to time, at the latest by 15<sup>th</sup> July of the year or the next working day in case 15<sup>th</sup> of July is a holiday. In no case request for migration will be entertained after the above quoted date.
5. (a) Migration will only be considered in second year (Third Semester) of the B.Tech./4 year B.E. course and that too only in the beginning of the semester.  
(b) Migration to 1<sup>st</sup> year (First and/or Second Semester) of the B. Tech. 4 year degree course is NOT PERMISSIBLE under any circumstances whatsoever.  
(c) Request from the students seeking admission under LEET

System and desirous of migration from one Engineering College to another is NOT PERMISSIBLE under any circumstances whatsoever.

6. Students allowed admission on migration shall be governed by the provisions of rules prevailing in the concerned Ordinance and there shall be no relaxation to such migrating students.
7. Candidates admitted against paid seats will be considered for migration only against vacant paid seats. Similar provision also prevails for other categories of students.
8. Migration may only be considered from amongst the eligible applicant(s) strictly in order of merit as determined by :
  - i)* Marks obtained in Physics, Chemistry and Mathematics at the qualifying examination;
  - ii)* Marks secured in the Common Engineering Entrance Examination; and
  - iii)* First year Engineering Examination (both semesters taken together) by giving equal weightage to all the three examinations.
9. Candidate(s) considered for migration will be required to produce all such certificates and has to pay all such fees/dues as may be prescribed by the University from time to time.
10. Candidate(s) seeking migration must possess the minimum qualifications prescribed for admission to the Course and must have appeared in the Common Entrance Engineering Examinations conducted by the admitting State/University. In

no case his/her marks, including weightages, if any, should be less than those of the candidates admitted last. Candidate seeking migration must have passed First Year (1<sup>st</sup> & 2<sup>nd</sup> Semester Examinations) of B.Tech./B.E. 4-year Engineering Degree Course in one sitting.

11. Migration fee per candidate to be charged shall be as fixed by the University from time to time and the Migration fee once paid by the student shall not be refunded in any case/under any circumstances.
12. Candidate(s) seeking migration to 3<sup>rd</sup> Semester (Second year) of the B.Tech. 4 year Engineering Degree Course must fulfil the following and the Principals of both the Colleges must specifically authenticate and certify the fulfilment of the conditions while recommending case(s) for migration to the University.
  - (a) A candidate shall have passed an examination equivalent to 10+2 Examination of (10+2) Board of School Education, Haryana with such minimum marks in the subjects of Chemistry, Physics, Mathematics and English as prescribed for admission to the first year of the B.Tech. 4-year degree course and his/her percentage of marks including weightage, if any, is not less than those admitted last on the merit list and has also appeared in the entrance test. There is no such qualifying candidate in the Common Entrance Engineering Test held by the admitting State/University.
  - (b) The candidate shall have passed and secured at least 55% marks (rounding of marks is not permissible) in the First

year (1<sup>st</sup> and 2<sup>nd</sup> Semester Examinations) of B.Tech. 4-year Engineering Degree Course in one sitting and there should be no gap between his passing the last examination and the year of migration in the College.

(c) The candidate shall produce a certificate from the Principal of the College/Institution last attended i.e. from where he is migrating that the College/Institution has 'NO OBJECTION' to the student migrating from his/her College/Institution and that his/her conduct and behaviour during his stay in the College/Institution have been good.

(d) The seat to which the candidate has applied for migration has been checked and the same is lying vacant.

#### **4. Migration to a Department in the Faculty of Law**

(1) Migration cannot be claimed as a matter of right.

(2) The Vice-Chancellor may consider and allow the migration to LL.B. I and LL.B. II year in hard cases during First or Second Term only subject to the following conditions that —

(a) LL.B. Degree of the University has been recognised as equivalent to LL.B. Degree of this University;

(b) seats are available;

(c) he possesses the minimum qualifications prescribed for admission to First Year of the Course and his marks, including weightages, if any, are not less than those of the candidate admitted last in the category to which the applicant belongs, on the merit list during the days of admission

without or with late fee;

(d) he has passed LL.B. 1<sup>st</sup> year, if he is seeking admission to the LL.B. 2<sup>nd</sup> year after attending classes as a regular student;

(e) he produces a Migration Certificate to show that the University has no objection to his joining this University;

(f) he pays the Migration fee;

(g) the application is supported by a Character Certificate from Head of the Institution/Department last attended alongwith certificate showing the total number of lectures delivered paper-wise and the number of lectures attended by the student.

Provided that no student shall be allowed migration unless he has attended at least 66% lectures in that Institution/Department.

(h) the difference in the papers of LL.B. Course of this University and the University from which the candidate is migrating is not more than two papers;

(i) the candidate may seek exemption in the paper(s) prescribed by this University which he had already passed in that University.

He shall have to pass the paper(s) of this University which he had not passed in that University as additional paper(s) without being required to attend the classes for those papers.

(j) such a candidate should obtain eligibility certificate before being admitted in the Department of Law;



(k) in case a candidate fails to join the institution after migration within 15 days, he/she shall pay a token fee of Rs.1000/- provided seat is available.

**5. Migration from the Chaudhary Devi Lal University to another University.**

1. A student, already registered with this University, may be allowed to migrate to another University or educational Institution, outside the territorial jurisdiction of the University and be granted a Migration Certificate on his applying on the prescribed form and on paying fee as prescribed from time to time. Migration fee once paid, shall not be refunded even if the candidate, after having applied for Migration Certificate, later on withdraws his application.
2. If a student takes a Migration Certificate to join another University his registration of the University shall lapse. However, he may subsequently return with the Migration Certificate from that University or return the Migration Certificate issued by this University to take further examination of the University, in which case he shall follow the same procedure and pay the same fee as prescribed for candidates of another Universities/Boards migrating to the University and the Registration Number already allotted to him shall be renewed.

**6. Migration from one College of the Chaudhary Devi Lal University to another.**

1. A student who has joined one college of this University and wishes to migrate to another college of the University for the same course shall be permitted to do so only if -

- (i) the Principals of both the colleges agree to the migration and the application is forwarded to the Registrar for sanction through the Principals of both the colleges, accompanied by prescribed fee.
- (ii) the Principal of the College from which he intends to migrate has given the leaving certificate;
- (iii) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any, are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice-Chancellor on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course.

Provided that no migration shall be allowed, after the submission of examination Admission Form except for the following reasons :-

- (a) if the student or his/her father or guardian has been transferred and the fact has been certified by the Head of the Office/Department in which he/she or his/her father or guardian is employed. (To be supported by a copy of transfer orders etc.).
- (b) if the migration has been necessitated by the reason of a student's ill health supported by a Medical Certificate from a

Govt. Doctor of a Gazetted Rank or the Medical Officer of this University.

- (c) if a woman student has married and the station to be migrated to is a station of the residence of her husband/ father-in-law.
2. The Academic Council may allow migration in special cases not covered by Clause 1(i) above.
  3. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal shall specifically mention this in his remarks on the application referred to in Clause 1(i) above.
  4. The College Leaving Certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.
  5. When migration of the student from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.
  6. If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.
  7. If the student changes his mind after migration has been

sanctioned by the University, he must apply for re-migration and follow the entire procedure prescribed by the University once again if he has joined the other college. If he has not, he must apply for cancellation of the Migration Certificate through the Principal of the College concerned and return his Migration Certificate.

8. No Migration Certificate can be issued unless the student has been registered with the University.
  9. A college is entitled to the tuition fees for the month in which the migration is sanctioned by the University and the college to which the student migrates is not entitled to charge fees for the fraction of a month.
  10. Migration of a student from a Professional College to the First Year of the Course in an Arts or Science College is permitted, and not vice-versa, provided the courses are of equivalent position.
7. **Rules for Migration of Students from one college to another college of this University for various Professional Courses :**
1. Unless otherwise provided/restricted in any other rules/ Ordinances/instructions, a student who has joined one college of this University and wishes to migrate to another college of this University for a Professional course shall be permitted to do so if :-
    - (i) the application has valid reasons for Migration;
    - (ii) has passed 1<sup>st</sup> year/1<sup>st</sup> & 2<sup>nd</sup> semester professional examinations;

- (iii) has obtained concurrence of the Principal of both the colleges concerned for migration;
  - (iv) produces all such documents/information as may be demanded by the principal of the college to which he is desirous to migrate;
  - (v) pay all the dues as may be demanded by the Principal of the college to which the migration has been allowed by the University;
  - (vi) must have already been registered with this University;
  - (vii) same category of vacant seat is available i.e. Free/NRI in the institution where he wants to migrate.
2. No candidate can claim migration as a matter of right. The Principal of the institution to which migration is sought may reject the application without assigning any reason.
  3. Application for migration must be submitted to the University on the prescribed form, obtainable from the Manager, Printing & Publications, Chaudhary Devi Lal University, on payment, alongwith requisite fee.
  4. The student shall be permitted to migrate only if the Principals of both the colleges agree to the migration and the prescribed application is forwarded to the Registrar for sanction through the Principals of both the colleges, accompanied by a fee of Rs.20,000/-.
  5. The applicant must possess the minimum qualifications prescribed for admission to the course and his marks including weightages, if any, are not less than those of the candidates admitted last in the category to which the applicant belongs, on

the merit list during the days of admission without or with late fee.

6. No such migration shall be considered and allowed after 31<sup>st</sup> October of the year.
7. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken etc., the Principal of the college from where the migration is sought, shall specifically mention such remarks on his application.
8. The college leaving certificate shall not be given by the Principal until and unless migration has been notified by the Registrar. No admission without such sanction shall be considered valid.
9. When migration of the students from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration within 15 days, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.
10. A college is entitled to tuition fee for the month in which the migration is sanctioned by the University and the college to which the student migration is not entitled to charge fees for fraction of a month.

**CHAPTER-VI****ORDINANCE: CONSTITUTION AND FUNCTIONS OF STAFF COUNCILS  
IN UNIVERSITY TEACHING DEPARTMENTS.**

1. All regular teachers of a Department shall be members of the Departmental Staff Council.
2. The Chairperson of the Department shall call at least one meeting of the Staff Council every term of the Academic year. A meeting of the Staff Council may be requisitioned by 1/3<sup>rd</sup> (but not less than 2 members) of the members of the Staff Council.
3. The notice for the meeting of the Staff Council will be issued at least a week in advance. However, an emergent meeting of the Staff Council can be held, if need be, after indicating sufficient ground for the same and giving one day's notice.
4. The quorum for meeting shall be 50% of the members of the Staff Council. For want of quorum, a meeting shall be adjourned. There will be no quorum for an adjourned meeting.
5. The duties/powers of the Staff Council shall include the following :-
  - (i) To consider the ways and means of ensuring research facilities for as many teachers as possible within limitations of the Departmental Budget.
  - (ii) To decide on allocation of funds provided by or through the University excluding personal research schemes for research and other academic activities of the department and for purchase of equipment, chemicals and other requirements.
  - (iii) To consider and propose the Annual and Supplementary budget of the department.

- (iv) To make recommendations for changes in syllabi and courses of studies.
- (v) To make recommendations for creation and upgradation of staff.
- (vi) To make recommendations for non-teaching supporting staff.
- (vii) To make detailed duty charts for non-teaching staff.
- (viii) To make recommendations regarding specialisation of teaching posts keeping in view the overall growth of the department. The specialisation can be modified by the Vice-Chancellor in consultation, with the Chairperson/Senior Expert.
- (ix) To consider and decide other matters brought to its notice by the Departmental Committee or by any member.
- (x) Assignment of duties within the Department to various teachers.
- (xi) Introduction of new courses and syllabi.
- (xii) Panel of experts in the subject of nomination as external members on various bodies of the University and for Selection Committees. The consensus panel showing the specific specialisation of each nominee will be forwarded to the Vice-Chancellor. In case of dissension, each dissenting teacher will send two names of teachers in case of University Bodies and eight names of teachers specifying the specialisation against each person, in case of Selection Committee.



(xiii) Any other matter relating to the Department.

6. If any member(s) of the Staff Council has/have a grievance about any decision of the Staff Council/Chairperson, the concerned teacher(s) may present the matter to the Chairperson in the first instance who will be obliged to convey his/her decision on the representation to the teacher(s) concerned within 3 days of the receipt thereof in the office of the Chairperson. If the teacher(s) concerned is/are still not satisfied he/she/they will be free to represent to the Vice-Chancellor direct, with a copy to the Chairperson.
7. The Staff Council shall elect at the start of every academic year, a Secretary to the Staff Council who would be responsible to convene the meeting, in consultation with the Chairperson, and supply the necessary agenda for the same. It will be advisable for him/her to keep the confidence of all the members. He/she will be obliged to prepare the proceedings of the meetings which should be signed and issued by him/her for circulation among the members of the Staff Council after approval of the Chairperson, within ten days of the meeting. One copy of the proceedings may also be sent to the Academic Branch.

**CHAPTER- VII****ORDINANCE : DUTIES AND FUNCTIONS OF THE CHAIRPERSONS.**

The duties and functions of the Chairperson of a Teaching Department shall be as under :

1. Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
2. Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
3. Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to approved norms of the University, in consultation with the Staff Council.
4. Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
5. Convene meetings of Board(s) of Studies as and when required, get their business transacted well in time, and maintain record thereof.
6. Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.
7. Facilitate quick processing and submission of research proposals by the faculty and hassle-free subsequent execution of research projects on approval.
8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
9. Promote healthy work culture in the department, and conduct oneself in a just and fair manner, in the interest of overall

academic growth.

10. Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.
11. Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.
12. Monitor and update the University Website in respect of ones Department/Institute on a continual basis.
13. Perform all such functions as are laid down in the Statutes, Ordinances, and rules of the University, or those laid down by the University Authorities.
14. Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.
15. Verification of attendance of staff.

**CHAPTER- VIII**  
**ORDINANCE : UNIVERSITY FINANCE.**

1. The Vice-Chancellor shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy.
2. Subject to the powers of the Executive Council, the Vice-Chancellor or an officer authorised by him/her, shall manage the property and investments of the University.
3. The annual accounts and the financial estimates of the University shall be submitted to the Executive Council with the recommendations of the Finance Committee.
4. Vice-Chancellor can allow re-appropriation of funds within the budgetary allocations in the annual budget approved by the Finance Committee/Executive Council. The Registrar / Finance Officer shall be competent to incur expenditure within the provisions included in the budget estimates. The Controller of Examinations shall be competent to incur expenditure relating to the conduct of examinations, paper-setting and evaluation/re-evaluation of answer books and any other expenditure connected with the examination work. Other officers of the University and the Chairpersons of Departments/Branch Officers shall be competent to incur expenditure upto the limits prescribed in the University Account Code Part-I.
5. Subject to the control of the Executive Council the Registrar or any other officer as may be authorised by the Vice-Chancellor shall be responsible for —
  - (i) the preparation of the annual accounts and financial estimates and their presentation to the Executive Council and

the Court; and

*(ii)* maintenance of accounts and seeing that all moneys are expended on the purpose for which they are allotted.

In the absence of any officer, authorised to attend to these functions, the Vice-Chancellor shall make such arrangement as he/she deems necessary for their proper performance.

## CHAPTER- IX

### **ORDINANCE: RESIDENCE, HEALTH AND DISCIPLINE.**

- 1.(1) Every student on joining one of the University Departments/Colleges on the campus of the University will as far as possible, be accommodated in one of the University Hostels. Only bonafide students admitted to a programme of studies of the University and admitted to a Hostel will be permitted to reside therein. Unless otherwise exempted on medical or other grounds, every resident student shall be required to join the Hostel Mess.

Residents shall not accommodate any person in their rooms without the written permission of the Warden of the Hostel. Any violation of this rule may result in the expulsion of the concerned resident from the hostel by the Chief Warden as also liable to any other punishment provided for in the Rules of the University and approved by the Vice-Chancellor on the recommendation of the Proctorial Committee.

All the students, especially the Resident Students and Hostel Staff, shall compulsorily have the following vaccination/inoculation :-

- (i) Typhoid/Paratyphoid every year;
- (ii) Small-pox every 3 to 5 years;
- (iii) Cholera during epidemics.

- (2).(a) Every student, exempted from residence in the Hostel, shall live either with a parent or some person accepted by the Principal of his College or the Chairperson of the Department concerned, as the case may be, to be his Guardian.

**(b)**The lodgings of such non-resident students shall be subject to the approval of the Principal of his College or the Chairperson of the Department concerned.

2. (1) Subject to the control of the Academic Council/Executive Council there shall be a Board of Residence, Health and Discipline constituted as follows :

1. Proctor (Chairman and Convener);
2. Dean of Students' Welfare;
3. Chief Warden;
4. Deputy Proctor to be appointed by the Vice-Chancellor from amongst the Teachers of University.
5. Principals of Colleges on the Campus;
6. University Medical Officer
7. Two persons, including a woman, appointed by the Academic Council not necessarily from among their own members;
8. Two teachers of the University other than the Chairpersons of the Departments to be nominated by the Vice-Chancellor;

Provided that the Chairman of the Board may associate any Chairperson/Chairpersons of the University Teaching Department(s) with the proceedings of the Board.

Provided further that in the absence of the Proctor, the Dean

of Students' Welfare, and in his absence, the Chief Warden will act as Chairman and Convener of the Board.

Subject to Clause 4, this Board shall operate so far as Departments and Colleges on the Campus are concerned.

- (2) The members of the Board, other than ex-officio members, shall hold office for a period of two years. 2/5<sup>th</sup> of the members will form the quorum.
- (3) The Board shall inspect, once in every Academic year, each College and such buildings as may be occupied or used by students and shall submit a report to the Vice-Chancellor with such recommendations as it may think fit, regarding compliance with conditions of residence as laid down by the Ordinances.
- (4) As soon as possible in the first Academic term of each Session, the Chief Warden/Principals of Colleges in-charge of the Halls of Residences shall submit to the Board the following information :-
  - (a) The number of Halls under their control and the names of Wardens.
  - (b) The number of resident students in each Hostel.
  - (c) The number of non-resident students living with their parents.
  - (d) The number of non-resident students living with their guardians.
- (5) (a) The Board shall be an advisory body for making, modifying or suggesting policy matters placed before it by the Vice-Chancellor.



- (b)** The recommendations of the Board shall be implemented after due examination, modification or amendment, if necessary, and approval of the Vice-Chancellor.
- (c)** For dealing with day-to-day disciplinary matters concerning students a 'Proctorial Committee' as under shall be formed :

  - (i)* Proctor (Convener)
  - (ii)* Dean, Students' Welfare
  - (iii)* Chief Warden
  - (iv)* Two senior lady teachers as nominated by the Vice-Chancellor (to sit on the Committee only when a girl student is involved in a disciplinary case).
  - (v)* One Reader and one Lecturer as may be nominated by the Vice-Chancellor.
  - (vi)* The Principals of the colleges on the Campus (to sit on the Committee only when the case of a student of his/her college is referred by him/her to the Vice-Chancellor and is placed before the Proctorial Committee of the University Campus).
- (d)** If the Head of the Institution mentioned in sub-clause 4(a) thinks that the student should be expelled from the University, he will refer the case to the Vice-Chancellor who will have the matter enquired by the Proctorial Committee and pass such orders as he/she deems fit on a report submitted by the said Committee.
- (e)** The decision of the Proctorial Committee shall be binding on

all concerned.

- (6) The Colleges shall provide, if necessary, in co-operation with the University, facilities for the physical exercise of their students. The Board shall satisfy itself that suitable facilities in such respect exist and submit a report to the Academic Council/Executive Council, once every year, with such recommendations as it thinks fit.
3. (a) Subject to the general control of the Academic Council/Executive Council, the Vice-Chancellor shall have, vested in him, all powers relating to discipline and disciplinary action. He/she may delegate such of his powers as he/she deems proper to the Proctor, Dean of Students' Welfare, the Chief Warden, the Chairpersons of the University Departments/Principals of the Colleges and to such other persons as he/she may specify in this behalf. The powers shall include expulsion, rustication, ban on entry into the University Campus, ban/cancellation of admission to course of study/University Examinations, imposition of fine up to Rs.500/-, issuance of warnings etc., as deemed proper by the concerned authority.
  - (b) The Board shall deal with any matter concerning Health or Residence which is referred to it by the Vice-Chancellor.
4. (a) Without prejudice to the powers of the Vice-Chancellor, Principals of the colleges affiliated to/maintained by the University shall have authority to exercise all such disciplinary powers over the students in their respective colleges as may be necessary for the maintenance of proper discipline. Besides other penalties indicated in Clause 3(a) above, such a Principal can expel a student from his/her college for any period considered

appropriate after observing rules of natural justice. The Principal shall appoint a Proctorial Committee to enquire into cases of indiscipline, misbehaviour or any other matters committed by students which are prejudicial to the proper management of the College. The College Proctorial Committee shall make suitable recommendations for consideration and decision by the Principal.

(b) The Principals of all colleges mentioned in Clause 4(a) above may make such supplementary rules of discipline and proper conduct, not inconsistent with the rules contained in this Ordinance, as they think necessary.

5 (a) At the time of admission, every candidate shall be required to give an undertaking of good behaviour and not to indulge in any kind of ragging, duly endorsed by his/her parents/guardian as specified by the University authorities. This will imply his/her conforming to the rules and regulations of the College and of the University (including the Hostel Regulations if he/she is residing in a Hostel), as prevailing/modified from time to time.

‘Ragging’ shall include any act of omission or commission by any person indulging directly or indirectly in any kind of teasing, indecent behaviour including hooliganism, causing annoyance or inconvenience to the students or the outsiders on the campus and/or to the residents on the campus, as the case may be.

- (b) Acts of indiscipline/misbehaviour shall include all such actions on the part of a student or a group of students, which in the opinion of the Vice-Chancellor/other authorities of the College/University are violative of any Statute, Ordinance and Rules and Regulations of the College/University, orders passed by the authorities of the College/University and are unbecoming of a student or may cause or have already resulted in disturbing the academic atmosphere, peace and tranquillity in the College/University Campus as well as outside.

**CHAPTER- X****ORDINANCE : HALLS / HOSTELS MAINTAINED BY THE  
UNIVERSITY.**

1. The University may maintain such and so many Halls/Hostels as it may determine from time to time for the residence of students.
2. The internal administration and discipline of the Halls of Residence or Hostels shall vest in the Chief Warden.
3. The Chief Warden administering a Hostel or Hostels shall have the following powers :—
  - (a) to admit students to residence;
  - (b) to guide or supervise their academic progress;
  - (c) to organise extra-curricular activities for them; and
  - (d) to deal with all such matters as may be necessary in the exercise of the above mentioned functions.
4. The Chief Warden shall be assisted by one or more Warden who shall be appointed by the Vice-Chancellor, on the recommendation of the Chief Warden and he/she shall also have such administrative staff under him as the University may provide.

## CHAPTER- XI

### ORDINANCE : SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES

#### A. UNIVERSITY RESEARCH SCHOLARSHIP (URS)

##### General

1. University Research Scholarship (hereinafter referred to as URS) may be awarded in each University Teaching Department, where research facilities are available, by the Vice-Chancellor on the recommendations of Ph.D Admission Committee, constitution of which is mentioned in Ph.D ordinance of the University.
2. URS of an initial value of Rs. 10000/- per month shall be tenable for two years in the first instance which shall be extendable on yearly extension basis ordinarily for a period of one year, but in no case beyond a period of two years by the Vice-Chancellor subject to explicit certification in support of very satisfactory work progress on the recommendations of the Supervisor(s) and the Chairperson of the Department.
3. The amount of URS shall be Rs. 12000/- per month in the third and subsequent year.
4. In addition, an annual contingency grant of Rs. 5000/- shall be admissible to the scholar for the purpose of stationery, TA/DA and miscellaneous expenses. The bills of contingency shall have to be verified by the Supervisor and countersigned by the Chairperson of the Department.

5. Monthly value of the URS and the amount of contingency may be revised by the competent University Body/Authority from time to time.

#### **No. of Scholarships**

6. There will be one Scholarship in each University Teaching Department per year.
7. Over and above the above seats, five additional seats for University Research Scholarship may be allotted for reserved categories and the same may be given in order of merit on rotation basis. Out of these five seats three seats are reserved for SC candidates, one for BC(A) and one for BC(B) candidates.
8. No payment of Scholarship shall be made to the research scholars after the submission of his/her Ph.D thesis or after the tenure of scholarship is over, whichever is earlier.

#### **Eligibility**

9. University Research Scholarship will be open to persons who have obtained at least 55% marks at Master's level from this University or from recognised University (the minimum 50% marks at Master's level for Scheduled Caste/Scheduled Tribes candidates), and are preferably below the age of 30 years. The age limit for the candidates belonging to Schedule Caste/Schedule Tribes, Backward Classes, Physically

Handicapped, Blind, and Women candidates shall be relaxable by 5 years.

10. For calculating percentage of marks for Post Graduate degree (or equivalent) level in the subjects of Education and Physical Education, if the candidate is seeking admission on basis of B.Ed./D.P.Ed. followed by M.Ed./M.P.Ed. (One year Course), then marks obtained in B.Ed.+M.Ed. and D.P.Ed.+M.P.Ed. (One year Course) as the case may be shall be halved.
11. Candidates desirous of grant of University Research Scholarship will have to:
  - a) appear in the Entrance Examination conducted by the University for admission to Ph.D programme and get at least 40% marks therein.
  - b) appear in an Interview before the Ph.D Admission Committee for examining the candidate vis-à-vis area of his/her interest and allocation of Supervisor & Co-supervisor(s) as per their area(s) of interest and the number of seats available as per specialization(s) **along with other Ph.D candidates.**
12. Basis of award of the University Research Scholarship will be the composite merit calculated as follows:
  - a) **50%** of the score of the candidate in the Entrance Examination;
  - b) **50%** of the marks obtained in the qualifying examination.
13. Payment of Scholarship shall start from the date of meeting of PGBOS&R in which cases of registration of University Research Scholars in Ph.D programme will be considered and approved.



**Progress of research work**

14. After the candidate has been selected for award of URS by the Ph.D Admission Committee and has been admitted for Ph.D course work (or are exempted from the course work) his/her conduct/work shall be governed by the rules mentioned in Ph.D ordinance of the University.
15. When a Research Scholarship has been granted, the Scholar will be required to do whole time research work governed by Ph.D Ordinance of the University.
16. After the grant of scholarship, every six months, the Scholar will be required to submit a report of progress of research work to the Chairperson (endorsed and forwarded by the supervisor) of the Department concerned. Reports of progress, satisfactory or otherwise shall be considered by the DRC, which will make its recommendations to higher bodies. The continuance of the scholarship would depend on the satisfactory progress of work of the scholars.
17. No scholar shall join any other course of study or appear in any other examination conducted by any University or public body while doing research. The Vice-Chancellor may, however, allow a candidate to appear in an examination or to attend a course which is conducive to his/her research and is of minor nature, including improvement of previous result, so that it does not consume much of his time.

18. During first six months of the award the scholar will be on probation. Confirmation of the award will depend on the satisfactory completion of the period of probation.

**Recovery of Scholarship rules**

19. The University Research Scholar shall complete the full period of his/her tenure of Research Scholarship. In the event of a scholar discontinuing or giving up his scholarship and leaving the Department without prior permission of the Vice-Chancellor, during the period of scholarship or extended period, if extension was allowed, for no valid reasons, or the scholar concerned fails to submit his/her Ph.D Thesis within the time period prescribed in the Ph.D ordinance, he/she shall refund the whole amount of scholarship paid by the University or a part thereof as recommended by the Chairperson in consultation with the Supervisor concerned.
20. Provided that no recovery of scholarship shall be made (i) if he/she joins a job in a teaching, defence, or R&D organisation; (ii) if he/she enters into a Central or State Govt. service or that of a private organisation, but submits his/her Ph.D Thesis within the prescribed time. Failing either of these conditions being met, one will be required to refund the entire amount of scholarship as may have been drawn by the candidate.
21. In consultation with the Dean of the Faculty concerned and the Chairperson of the Department concerned, the Scholar shall,

execute a bond with the University in the form prescribed for the purpose, giving surety of any one of the following:-

- a) A permanent employee of the University.
- b) A permanent employee of the State Govt.
- c) A permanent employee of autonomous statutory body situated in Haryana
- d) Natural parents/legal guardian having property/employment.

#### **Leave rules**

- 22. Provided that the Vice-Chancellor may on the recommendations of the Chairperson of the Department grant a person who was awarded a University Research Scholarship, leave not exceeding six months and allow him to resume the scholarship on the expiry of this leave to complete the remaining tenure of the scholarship.
- 23. Provided further that the Vice-Chancellor may in very hard and exceptional cases allow extension in leave for a period not exceeding three months to a Research Scholar who proceeds on leave to prosecute academic pursuits only.
- 24. If a research scholarship falls vacant, it should be awarded within a period of six months from the date it falls vacant for the full term of one year. In such cases the selection should be from within the panel already derived in order of merit.
- 25. Leave for a maximum of 30 days in a year in addition to general holidays may be allowed to a Research Scholar by the

Chairperson of the Department on the recommendation of the Supervisor. They will not be entitled to any vacations. No other leave of any kind will be admissible to a Research Scholar availing a scholarship.

26. Provided that the women awardees shall be eligible for maternity leave at full rates for a period not exceeding three months during the tenure of their award.
27. University Research Scholarship may be allotted a teaching workload up to 6hrs/week without any additional remuneration.

#### **B. STATE GOVERNMENT / U.G.C. SCHOLARSHIPS.**

The University shall award the Scholarships as announced by the State Government from time to time such as Haryana State Merit Scholarship, Lower Income Group Scholarships, Post Matric Scholarships (for SC/ST students only), Post Matric Scholarships (for other Backward Classes), etc. for the students of B.A/B.Sc/B.Com, B.Ed./M.A/M.Sc/M.Com.

The University shall also award the Scholarships under various schemes of the University Grants Commission.

#### **C. UNIVERSITY MEDALS**

The University shall award annually Medals to all students who obtain First Class First Position in the order of merit in the various University Examinations held at the end of his course. For this purpose Bachelor of Science (Medical), Bachelor of Science (Non-Medical), Master of Arts (Music Vocal) and

Master of Arts (Music Instrumental) shall be treated as different courses. The medal shall be awarded on the basis of the merit obtained by the student(s) determined on the original / re-evaluated score.

Provided that if more than one candidate has obtained equal number of marks in an examination, on the basis of which a Medal is to be awarded the medal shall be awarded to each of them mentioning on each medal only the name of candidate to whom the medal is actually to be awarded.

The Medal shall be presented at the Annual Convocation of the University. It shall be made of gold plated Silver and the year of the Award shall be inscribed on the Medal with the seal of the Chaudhary Devi Lal University on its reverse side.

Every medal shall be accompanied by a certificate indicating the particulars of the person to whom the medal is awarded.

#### **D. PRIZES.**

The following prizes shall be awarded by the University to the Players winning positions in Inter-University Tournaments:

- a) Rs. 8100/- to player winning 1<sup>st</sup> position.
- b) Rs. 6500/- to player winning 2<sup>nd</sup> position.
- c) Rs. 5100/- to player winning 3<sup>rd</sup> position.
- d) Rs. 21000/- to the best athlete/gymnast/swimmer/yogi.



**APPENDIX**

**BOND TO BE EXECUTED BY THE RESEARCH SCHOLARS/  
FELLOWS ON ADMISSION WITH THE CHAUDHARY DEVI LAL  
UNIVERSITY, SIRSA.**

**RESEARCH SCHOLARSHIP BOND**

**(KNOW ALL MEN BY THESE PRESENTS THAT)**

We (1)..... and (2) ..... do hereby bind ourselves and each of us and each of our heirs, executors and administrators to pay to Chaudhary Devi Lal University, Sirsa, or assignees on demand the sum of.....(Rupees..... Only) + the amount drawn during extended period of Research Scholarship if extension is allowed signed and dated this day of .....20.....

Whereas the above bounden (1) ..... is nominated to a Research Scholarship/Fellowship of the Chaudhary Devi Lal University, Sirsa and whereas the above bounden (1).....as nominee of such Scholarship/Fellowship under the rules and conditions comprised in the Ordinance relating to the award of Research Scholarship of the University entitled to a Scholarship/Fellowship of .....per month for..... years.

Now the condition of the written obligation is that in the event of the above bounded (1) .....not conforming to or observing the rules and conditions under a subject to which the Scholarship/Fellowship has been awarded to him/her or of discontinuing the research before the completion of prescribed period of ..... years and the extended period if extension is allowed whichever is later for no valid reason the above bounden (1) .....(2) .....shall forthwith refund to the Chaudhary Devi Lal University, Sirsa all moneys paid to him/her in respect of the said Scholarship/Fellowship and in the matter deciding that moneys are to be paid, the decision of the University shall be final.

Upon the making of such refund, the above written obligation shall be void and of no effect; otherwise shall be and remain in full force and virtue.

Provided always that the said above written bond is entered by the above bounden (1) .....and (2) .....on further condition that any forgiveness or forbearance on the part of the Chaudhary Devi Lal University, Sirsa towards the above bounden.....in respect of his/her failure or neglect to conform or to observe the rules and conditions hereinbefore mentioned to make such refund, as aforesaid, shall not, in any way, receive or exonerate the above bounden (2) ..... in respect of his/her liability under the above written bond.

Signed by the above bounden (1) .....

(Full Signatures)

in the presence of (Full Signatures)

Name & address.....

Signed by the above bounden (2) .....

(Full Signatures)

in the presence of (Full Signatures)

Name and address.....

1. Full Name of the Scholar

Address :

2. Full Name of the Surety

Address :



Witness in token of identification by any two persons with their addresses who are well aware of the character and conduct of the Scholar.

1. Checked & Verified  
Supervisor

2. Countersigned  
Chairperson of the Department

**CHAPTER- XII****ORDINANCE : ADMISSION TO DEGREES .**

1. The Academic Council shall, from time to time, approve the names of all persons who have passed the examinations required for the various degrees of the University, and have become qualified for admission to such degrees. When the Academic Council has sanctioned the admission of any such person to any degree, he/she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to any degree.
2. For conferment of degrees, the Court, Executive Council and Academic Council shall meet in Convocation atleast once every year. The Academic Council shall decide from time to time, the various categories of graduates, who shall be admitted to their degrees at each Convocation or whose Diplomas shall be sent to them, by post, free of charge.  
  
Further, the date of award of Ph.D. Degree shall be the date on which the recommendations of the Research Degree Committee are approved by the Vice-Chancellor.
3. One Month notice shall be given by the Registrar for University Convocation.
4. The Registrar shall issue a copy of the programme and the proceedings to be observed at the convocation alongwith the notice to each member of the University Convocation.
5. The candidates for degrees/diplomas must, ten clear days before the date fixed for the University Convocation inform the Registrar in writing of their intension to be present. No candidate

shall be admitted to the Convocation who has not sent his/her name to the Registrar within the prescribed time provided that if an application is received by the Registrar not later than 72 hours before the time of the Convocation and is accompanied by a fee of Rs. 100/-, the candidate may be admitted to the Convocation, with the permission of the Vice-Chancellor.

6. If the Vice-Chancellor is satisfied that the Convocation cannot be held for good reasons, the degrees/diplomas shall be awarded without holding a Convocation.
7. The degrees which remain undistributed with the colleges /University Departments due to non-attendance in the Convocation by the candidates, may not be returned to the University and be distributed to the candidates concerned either in person or be sent to them by post under registered cover.
8. Persons, who are required to attend a University Convocation for Admission to their degrees, but who are unable to do so or who are desirous of being admitted to their degrees before the Convocation, in exceptional circumstances, shall be admitted to their degrees in absentia. on payment of a fee of Rs.100/- each.
9. If any eligible candidate does not intend to appear at the first Convocation, after the sanction of his/her degree, he/she shall give at least ten day's notice to the Registrar of his/her intended absence, and may then be admitted to his/her degree at any subsequent Convocation; provided that he/she gives at least fifteen day's notice to the Registrar of his/her intention to appear. Such a candidate shall pay to the University a fee of Rs. 100/-.

10. If any candidate has not offered himself/herself for admission to the degree in the manner provided for in Clauses 2,8 and 9 above, he/she may apply to the Vice-Chancellor to be admitted to his/her degree in absentia. Such application shall be accompanied by :-
  - (i) in the case of an Under-graduate who seeks admission to a degree more than two years after the sanction of his/her degree, a certificate of good character, signed by the Principal of a College or a member of the Court of the University or a Gazetted Officer; provided that in proper case, the Vice-Chancellor may waive the requirement of such a certificate; and
  - (ii) A fee of Rs.100/-
11. On the receipt of such application, the Vice-Chancellor shall consider it and may declare the applicant to be admitted to the degree in absentia.

### **CHAPTER- XIII**

#### **ORDINANCE : ACADEMIC COSTUME.**

1. In these rules 'academic costume' means the costume prescribed in Clause 4 hereunder.
2. Full academic costume shall be worn by all the members of Court, Executive Council, Academic Council and all graduates of the University, and may be worn by all graduates of other Universities at the Convocation.
3. If a member of the Court, Executive Council and Academic Council is a graduate of any other University he/she may wear either the costume of his/her degree, or the costume to which he/she is entitled as a Member.
4. Members of the Court, Executive Council, Academic Council and graduates of the University are entitled to wear academical costumes as follows :—

#### **Chancellor**

- (a) Gown—Purple velvet with golden lace on the front folds bottom of sleeves on shoulders and zari work with Tufuts on the front and on the sleeves, with two monograms in golden zari work on the front Cambridge style.
- (b) Cap —Purple velvet with golden lace and golden tassel Mortar band.

#### **Vice-Chancellor**

- (a) Gown—Purple Velvet with golden lace on the front folds, bottom of sleeves on shoulders and zari work with one Tufuts on each side on the front and with two University Monograms in golden zari work on the arms and one Tufut and zari work on the bottom of sleeves Cambridge style.

- (b) Cap—Purple Velvet Mortar band with golden lace and golden tassel.

**Chief Guest**

- (a) Gown—Maroon Velvet with golden lace on the front folds, bottom of sleeves on shoulders, Cambridge style
- (b) Cap—Maroon Velvet, Mortar band with golden lace and golden tassel.

**Pro-Vice-Chancellor**

- (a) Gown—Purple Velvet with golden lace on the front folds, bottom of sleeves on shoulders and zari work with one Tufut on each side on the front and with two University Monograms in golden zari work on the arms and one Tufut and zari work on the bottom of sleeves Cambridge style.
- (b) Cap—Purple Velvet Mortar band with Golden lace and tassel.

**Registrar**

- (a) Gown—Purple Velvet with Golden lace 2 inches width on the front folds, bottom of sleeves on shoulders and zari work with one Tufut on each side on the front and with two University Monograms in Golden zari work on the left side on the arms and one Tufut and zari work on the bottom of sleeves Cambridge style.
- (b) Cap—Purple Velvet Mortar band with Golden lace and tassel.

**Member**

- (a) Gown—Black
- (b) Cap—With Black silk tassel.

**Deputy and Assistant Registrars (Non-Graduates)**

Gown—Black

**For Bachelor's Degree**

|   |       |                                 |
|---|-------|---------------------------------|
| B.A.(Pass/General)  | Black | Black with golden lining.       |
| B.A.(Hons.)   | Black | Black with orange lining.       |
| B.Sc.(Pass/General)/BCA/B.Sc.<br>Internet Science/ B.Sc. Inf. Sc. | Black | Black with light blue lining.   |
| B.Sc.(Hons.)/B.Sc.(Hons.)<br>Inf. Tech.                           | Black | Black with red lining.          |
| Bachelor of Journalism/<br>Mass Communication                     | Black | Black with red lining.          |
| B.Com./BBA/BIM/<br>BHMCT/BTM/BIHM                                 | Black | Black with claret lining.       |
| B.Ed./B.Sc.(Physical Education,<br>Health Education & Sports)     | Black | Black with maroon lining.       |
| B.Tech./B.Tech. Instrumentation                                   | Black | Black with scarlet lining.      |
| B.E.  | Black | Black with light yellow lining. |
| LL.B. / B.A.(Law) /<br>B.A.LL.B.(Hons.)                           | Black | Black with dark blue lining.    |
| B.Sc.(Home Science)   | Black | Black with magenta lining.      |
| BFA   | Black | Black with deep yellow lining   |

**For Master's Degree**

|  |                          |                                      |
|--|--------------------------|--------------------------------------|
| M.A.   | Black                    | White with Golden lining             |
| M.Sc.  | Black                    | White with light blue lining         |
| Master of Education/M.P.Ed.                          | Black                    | White with maroon lining             |
| M.Tech./M.Sc.Inf. Tech./M.Tech. Computer Sc. & Engg. | Black                    | White with scarlet lining.           |
| LL.M. (Master of Laws)                               | Black                    | White with dark blue lining.         |
| M.Phil. (Master of Philosophy)                       | Black with golden facing | White golden lined with light mauve. |
| M.C.A.   | Black                    | White with red lining.               |
| MBA/MIB/MFC/MMT/MFM/MHRM/MMM/MHM/MTM                 | Black                    | White with light claret lining.      |

The holders of Oriental Literary Titles shall be entitled to wear the following costume on ceremonial occasion :

Shastri and Acharya Saffron gown with white Pagri or Cap.



**For Doctor's Degree**

- |                            |  |
|----------------------------|--|
| (i) Doctor of Philosophy   | (a) Gown—Black with golden facing.<br>(b) Hood—Red and silver grey.                          |
| (ii) Doctor of Science     | (a) Gown—Maroon with white facing.<br>(b) Hood—Red and silver grey.                          |
| (iii) Doctor of Literature | (a) Gown—Maroon with light buff or<br>golden yellow facing.<br>(b) Hood—Red and silver grey. |
| (iv) Doctor of Laws        | (a) Gown—Red with light blue facing.<br>(b) Hood—Red and silver grey.                        |

Provided that graduates of the University shall have the option to wear the dress and the scarf prescribed below instead of the academical costume with gown :

**Dress for Men**

White Dhoti and White Kurta

OR

White Churidar Payjama and Black Achkan

**Dress for Women**

White Sari and white Blouse

OR

White Salwar, White Kurta and White  
Dupatta

**Scarf—**

Size : 1 metre square having a 4 cm wide border all

round. Colour of the scarf will be the same as for the Hood, except that instead of Black Hoods the Colour will be pink. Colour of the border of the scarf will be the same as for the lining of the Hood.

5. The holders of Oriental Literary Titles shall be entitled to wear the following costume on ceremonial occasions :

Shastri—Saffron gown with white Pagri or Cap.

6. Candidates for admission to any degree except that of Doctor in any Faculty shall wear at Convocation the costume of degree to which they seek admission.

A candidate for the degree of Doctor in any Faculty shall assume the costume of such degree immediately after his admission to such degree.

## CHAPTER -XIV

## ORDINANCE : RATES OF TUITION FEE, HOSTEL FEE, etc.

## I Details of Fee / Funds for various Courses in the University Teaching Departments:

## A) Regular Courses:

| Sr.No. | Name of Courses                   | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni.Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine / Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.) |
|--------|-----------------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|--------------|--------|---------------|-------------------|---------|------------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|------------|
| 1      | M.Tech.(CSE) Full Time (1st Sem)  | 500       | -            | 300     | 2400    | 125              | 100        | 30                     | 1500       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 4500             | -               | 50                      | 60        | 750         | 120            | 10,810     |
|        | M.Tech.(CSE) Full Time (2nd Sem.) | -         | 200          | -       | 2400    | 125              | 100        | -                      | 1700       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 4800             | -               | 50                      | -         | 750         | 250            | 10,750     |
|        | M.Tech.(CSE) Full Time (3rd Sem.) | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 1500       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 4700             | -               | 50                      | 60        | 750         | 220            | 10,810     |
|        | M.Tech.(CSE) Full Time (4th Sem.) | -         | 200          | -       | 2400    | 125              | 100        | -                      | 1700       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 4800             | -               | 50                      | -         | 750         | 250            | 10,750     |
| 2      | MCA (1st Sem)                     | 500       | -            | 300     | 1200    | 125              | 100        | 30                     | 500        | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | 5,360      |
|        | MCA (2nd Sem)                     | -         | 200          | -       | 1200    | 125              | 100        | -                      | 700        | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 2000             | -               | 50                      | -         | 300         | 250            | 5,300      |
|        | MCA(3rd Sem.)                     | 500       | -            | -       | 1200    | 125              | 100        | 30                     | 500        | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 2000             | -               | 50                      | 60        | 300         | 120            | 5,360      |
|        | MCA(4th Sem.)                     | -         | 200          | -       | 1200    | 125              | 100        | -                      | 700        | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 2000             | -               | 50                      | -         | 300         | 250            | 5,300      |
|        | MCA(5th Sem.)                     | 500       | -            | -       | 1200    | 125              | 100        | 30                     | 500        | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 2000             | -               | 50                      | 60        | 300         | 120            | 5,360      |
|        | MCA(6th Sem.)                     | -         | 200          | -       | 1200    | 125              | 100        | -                      | 700        | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 2000             | -               | 50                      | -         | 300         | 250            | 5,300      |
| 3      | MBA(General)1stSem                | 500       | -            | 300     | 2400    | 125              | 100        | 30                     | 1500       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 3500             | 1000            | 50                      | 60        | 300         | 120            | 10,360     |
|        | MBA General2ndSem                 | -         | 200          | -       | 2400    | 125              | 100        | -                      | 1700       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 3800             | 1000            | 50                      | -         | 300         | 250            | 10,300     |
|        | MBA(General 3rdSem                | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 1500       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 3800             | 1000            | 50                      | 60        | 300         | 120            | 10,360     |
|        | MBA(General)4th Sem               | -         | 200          | -       | 2400    | 125              | 100        | -                      | 1700       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 3500             | 1000            | 50                      | -         | 300         | 550            | 10,300     |
| 4      | MBA(Bus.Eco)1stSem                | 500       | -            | 300     | 2400    | 125              | 100        | 30                     | 1500       | 50      | 50           | 75     | 50            | 25                | 100     | -                      | 25           | 3500             | 1000            | 50                      | 60        | 300         | 120            | 10,360     |

| Sr.No.   | Name of Courses        | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|----------|------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|          | MBA(Bus.Eco)2ndSem     | -         | 200          | -       | 2400    | 125              | 100        | -                      | 1700       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3800             | 1000            | 50                      | -         | 300         | 250            | <b>10,300</b> |
|          | MBA(Bus.Eco)3rd Sem    | 500       | -            |         | 2400    | 125              | 100        | 30                     | 1500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3800             | 1000            | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|          | MBA(Bus.Eco)4th Sem    | -         | 200          | -       | 2400    | 125              | 100        | -                      | 1700       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3800             | 1000            | 50                      | -         | 300         | 250            | <b>10,300</b> |
| <b>5</b> | M.Sc.(Physics)1st Sem  | 500       | -            | 300     | 1200    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | <b>5,360</b>  |
|          | M.Sc.(Physics)2nd Sem  | -         | 200          | -       | 1200    | 125              | 100        | -                      | 1000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1800             | -               | 50                      | -         | 300         | 150            | <b>5,300</b>  |
|          | M.Sc.(Physics)3rd Sem  | 500       | -            | -       | 1200    | 125              | 100        | 30                     | 800        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | <b>5,360</b>  |
|          | M.Sc.(Physics)4th Sem  | -         | 200          | -       | 1200    | 125              | 100        | -                      | 1000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1800             | -               | 50                      | -         | 300         | 150            | <b>5,300</b>  |
| <b>6</b> | M.Sc.(Maths)1st Sem    | 500       | -            | 300     | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 700              | -               | 50                      | 60        | 300         | 120            | <b>3,360</b>  |
|          | M.Sc.(Maths)2nd Sem    | -         | 200          | -       | 700     | 125              | 100        | -                      | 300        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1000             | -               | 50                      | -         | 250         | 150            | <b>3,250</b>  |
|          | M.Sc.(Maths)3rd Sem    | 500       | -            | -       | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1000             | -               | 50                      | 60        | 250         | 120            | <b>3,310</b>  |
|          | M.Sc.(Maths)4th Sem    | -         | 200          | -       | 700     | 125              | 100        | -                      | 300        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1000             | -               | 50                      | -         | 250         | 150            | <b>3,250</b>  |
| <b>7</b> | M.Sc.(Chemistry)1stSem | 500       | -            | 300     | 1200    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | <b>5,360</b>  |
|          | MSc(Chemistry)2ndSem   | -         | 200          | -       | 1200    | 125              | 100        | -                      | 1000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1800             | -               | 50                      | -         | 300         | 150            | <b>5,300</b>  |
|          | MSc(Chemistry)3rd Sem  | 500       | -            | -       | 1200    | 125              | 100        | 30                     | 800        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | <b>5,360</b>  |
|          | MSc(Chemistry)4th Sem  | -         | 200          | -       | 1200    | 125              | 100        | -                      | 1000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1800             | -               | 50                      | -         | 300         | 150            | <b>5,300</b>  |
| <b>8</b> | MSc(Env.Sc)1st Sem     | 500       | -            | 300     | 1200    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | <b>5,360</b>  |
|          | MSc(Env. Sc) 2nd Sem   | -         | 200          | -       | 1200    | 125              | 100        | -                      | 1000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1800             | -               | 50                      | -         | 300         | 150            | <b>5,300</b>  |
|          | MSc(Env. Sc)3rd Sem    | 500       | -            | -       | 1200    | 125              | 100        | 30                     | 800        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | 60        | 300         | 120            | <b>5,360</b>  |
|          | MSc(Env. Sc)4th Sem    | -         | 200          | -       | 1200    | 125              | 100        | -                      | 1000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1800             | -               | 50                      | -         | 300         | 150            | <b>5,300</b>  |
| <b>9</b> | M.Sc.(Biotech)1st Sem  | 500       | -            | 300     | 1800    | 125              | 100        | 30                     | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1600             | -               | 50                      | 60        | 300         | 120            | <b>7,860</b>  |
|          | M.Sc.(Biotech)2nd Sem  | -         | 200          | -       | 1800    | 125              | 100        | -                      | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 2200             | -               | 50                      | -         | 300         | 150            | <b>7,800</b>  |
|          | M.Sc.(Biotech)3rd Sem  | 500       | -            | -       | 1800    | 125              | 100        | 30                     | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1900             | -               | 50                      | 60        | 300         | 120            | <b>7,860</b>  |
|          | M.Sc.(Biotech)4th Sem  | -         | 200          | -       | 1800    | 125              | 100        | -                      | 2500       | 50      | 50            | 75     | 50            | 25                | 100     |                      | 25           | 2200             |                 | 50                      | -         | 300         | 150            | <b>7,800</b>  |

| Sr.No. | Name of Courses                           | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.) |
|--------|---|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|------------|
| 10     | M.Sc.(Food Sc&Tech<br>(1st Semester)      | 500       | -            | 300     | 1800    | 125              | 100        | 30                     | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1600             | -               | 50                      | 60        | 300         | 120            | 7,860      |
|        | M.Sc.(Food Sc&Tech<br>(2nd Semester)      | -         | 200          | -       | 1800    | 125              | 100        | -                      | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 2200             | -               | 50                      | -         | 300         | 150            | 7,800      |
|        | M.Sc.(Food Sc&Tech<br>(3rd Semester)      | 500       | -            | -       | 1800    | 125              | 100        | 30                     | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1900             | -               | 50                      | 60        | 300         | 120            | 7,860      |
|        | M.Sc.(Food Sc&Tech<br>(4th Semester)      | -         | 200          | -       | 1800    | 125              | 100        | -                      | 2500       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 2200             | -               | 50                      | -         | 300         | 150            | 7,800      |
| 11     | LL.B 3 YearProfessional<br>(1st Semester) | 500       | -            | 300     | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 700              | -               | 50                      | 60        | 250         | 70             | 3,360      |
|        | LL.B 3 YearProfessional<br>(2nd Semester) | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 1200             | -               | 50                      | -         | 300         | 200            | 3,350      |
|        | LL.B 3 YearProfessional<br>(3rd Semester) | 500       | -            | -       | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 1000             | -               | 50                      | 60        | 250         | 70             | 3,360      |
|        | LL.B 3 YearProfessional<br>(4th Semester) | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 1300             | -               | 50                      | -         | 300         | 100            | 3,350      |
|        | LL.B 3 YearProfessional<br>(5th Semester) | 500       | -            | -       | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 1000             | -               | 50                      | 60        | 250         | 70             | 3,360      |
|        | LL.B 3 YearProfessional<br>(6th Semester) | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 1300             | -               | 50                      | -         | 250         | 100            | 3,300      |
| 12     | M.A.(Mass Comm.)<br>(1st Semester)        | 500       | -            | 300     | 1000    | 125              | 100        | 30                     | 600        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 800              | -               | 50                      | 60        | 300         | 120            | 4,360      |
|        | M.A.(Mass Comm.)<br>(2nd Semester)        | -         | 200          | -       | 1000    | 125              | 100        | -                      | 600        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1400             | -               | 50                      | -         | 250         | 150            | 4,250      |
|        | M.A.(Mass Comm.)<br>(3rd Semester)        | 500       | -            | -       | 1000    | 125              | 100        | 30                     | 600        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1100             | -               | 50                      | 60        | 300         | 120            | 4,360      |

| Sr.No.    | Name of Courses                      | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni.Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)   |
|-----------|--------------------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|--------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|--------------|
|           | M.A.(Mass Comm.)<br>(4th Semester)   | -         | 200          | -       | 1000    | 125              | 100        | -                      | 600        | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 1400             | -               | 50                      | -         | 300         | 150            | <b>4,300</b> |
| <b>13</b> | M.A.(English)<br>(1st Semester)      | 500       | -            | 300     | 700     | 125              | 100        | 30                     | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 700              | -               | 50                      | 60        | 250         | 120            | <b>3,310</b> |
|           | M.A.(English)<br>(2nd Semester)      | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 1300             | -               | 50                      | -         | 250         | 150            | <b>3,250</b> |
|           | M.A.(English)<br>(3rd Semester)      | 500       | -            | -       | 700     | 125              | 100        | 30                     | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 1000             | -               | 50                      | 60        | 250         | 120            | <b>3,310</b> |
|           | M.A.(English)<br>(4th Semester)      | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 1300             | -               | 50                      | -         | 250         | 150            | <b>3,250</b> |
| <b>14</b> | MA(Economics)1st Sem                 | 500       | -            | 300     | 250     | -                | 50         | 30                     | -          | 50      | 50           | -      | 50            | 25                | 100     | -                    | 25           | -                | -               | 50                      | 60        | 250         | 20             | <b>1,810</b> |
|           | MA(Economics)2nd Sem                 | -         | 200          | -       | 250     | 250              | 150        | -                      | -          | 50      | 50           | 150    | 50            | 25                | 100     | -                    | 25           | 100              | -               | 50                      | -         | 250         | 50             | <b>1,750</b> |
|           | MA(Economics)3rdSem                  | 500       | -            | -       | 250     | 125              | 50         | 30                     | -          | 50      | 50           | -      | 50            | 25                | 100     | -                    | 25           | 100              | -               | 50                      | 60        | 250         | 95             | <b>1,810</b> |
|           | MA(Economics)4th Sem                 | -         | 200          | -       | 250     | 125              | 150        | -                      | -          | 50      | 50           | 150    | 50            | 25                | 100     | -                    | 25           | 250              | -               | 50                      | -         | 300         | 25             | <b>1,800</b> |
| <b>15</b> | M.A.(Public Admn.)<br>(1st Semester) | 500       | -            | 300     | 250     | -                | 50         | 30                     | -          | 50      | 50           | -      | 50            | 25                | 100     | -                    | 25           | -                | -               | 50                      | 60        | 250         | 20             | <b>1,810</b> |
|           | M.A.(Public Admn.)<br>(2nd Semester) | -         | 200          | -       | 250     | 250              | 150        | -                      | -          | 50      | 50           | 150    | 50            | 25                | 100     | -                    | 25           | 100              | -               | 50                      | -         | 250         | 50             | <b>1,750</b> |
|           | M.A.(Public Admn.)<br>(3rd Semester) | 500       | -            | -       | 250     | 125              | 50         | 30                     | -          | 50      | 50           | -      | 50            | 25                | 100     | -                    | 25           | 100              | -               | 50                      | 60        | 250         | 95             | <b>1,810</b> |
|           | M.A.(Public Admn.)<br>(4th Semester) | -         | 200          | -       | 250     | 125              | 150        | -                      | -          | 50      | 50           | 150    | 50            | 25                | 100     | -                    | 25           | 250              | -               | 50                      | -         | 250         | 25             | <b>1,750</b> |
| <b>16</b> | M.Com(1st Sem)                       | 500       | -            | 300     | 450     | 125              | 100        | 30                     | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | -                | -               | 50                      | 60        | 300         | 70             | <b>2,360</b> |
|           | M.Com(2nd Sem)                       | -         | 200          | -       | 450     | 125              | 100        | -                      | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 600              | -               | 50                      | -         | 300         | 100            | <b>2,300</b> |
|           | M.Com(3rd Sem)                       | 500       | -            | -       | 450     | 125              | 100        | 30                     | -          | 50      | 50           | 75     | 50            | 25                | 100     | -                    | 25           | 300              | -               | 50                      | 60        | 250         | 70             | <b>2,310</b> |

| Sr.No.                           | Name of Courses                 | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine /Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.) |
|----------------------------------|---------------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|-----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|------------|
|                                  | M.Com(4th Sem)                  | -         | 200          | -       | 450     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 600              | -               | 50                      | -         | 250         | 100            | 2,250      |
| 17                               | M.P.Ed.(1st Sem.)               | 500       | -            | 300     | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 700              | -               | 50                      | 60        | 300         | 120            | 3,360      |
|                                  | M.P.Ed.(2nd sem.)               | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 1400             | -               | 50                      | -         | 300         | 50             | 3,300      |
|                                  | M.P.Ed.(3rd Sem.)               | 500       | -            | -       | 700     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 1100             | -               | 50                      | 60        | 300         | 20             | 3,360      |
|                                  | M.P.Ed.(4th Sem.)               | -         | 200          | -       | 700     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 1400             | -               | 50                      | -         | 300         | 50             | 3,300      |
| 18                               | C.P.Ed.(1st Sem.)               | 500       | -            | 300     | 1400    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 3100             | -               | 50                      | 60        | 300         | 20             | 6,360      |
|                                  | C.P.Ed.(2nd Sem.)               | -         | 200          | -       | 1400    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 3700             | -               | 50                      | -         | 300         | 50             | 6,300      |
|                                  | C.P.Ed.(3rd Sem.)               | 500       | -            | -       | 1400    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 3400             | -               | 50                      | 60        | 300         | 20             | 6,360      |
|                                  | C.P.Ed.(4th Sem.)               | -         | 200          | -       | 1400    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 3700             | -               | 50                      | -         | 300         | 50             | 6,300      |
| 19                               | B.Ed. Annual Sysytem)           | 500       | -            | 300     | 4800    | 250              | 200        | 30                     | 1300       | 100     | 100           | 150    | 100           | 50                | 200     | -                     | 50           | 11700            | -               | 100                     | 60        | 300         | 70             | 20,360     |
| <b>B) Self-Financing Courses</b> |                                 |           |              |         |         |                  |            |                        |            |         |               |        |               |                   |         |                       |              |                  |                 |                         |           |             |                |            |
| 1                                | <b>M.Phil Courses</b>           |           |              |         |         |                  |            |                        |            |         |               |        |               |                   |         |                       |              |                  |                 |                         |           |             |                |            |
|                                  | (a) Biotech.(1st Sem.)          | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 5800             | -               | 50                      | 60        | 250         | 120            | 15,310     |
|                                  | Biotech.( 2nd Sem.)             | -         | 200          | -       | 3600    | 125              | 100        | -                      | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 6400             | -               | 50                      | -         | 300         | 150            | 15,300     |
|                                  | (b) Environmental Sc.(1st Sem.) | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 5800             | -               | 50                      | 60        | 250         | 120            | 15,310     |
|                                  | Environmental Sc 2nd Sem        | -         | 200          | -       | 3600    | 125              | 100        | -                      | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 6400             | -               | 50                      | -         | 300         | 150            | 15,300     |
|                                  | (c)Physics(1st Sem)             | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                     | 25           | 5800             | -               | 50                      | 60        | 250         | 120            | 15,310     |

| Sr.No. | Name of Courses                 | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|--------|---------------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|        | Physics ( 2nd Sem.)             | -         | 200          | -       | 3600    | 125              | 100        | -                      | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6400             | -               | 50                      | -         | 300         | 150            | <b>15,300</b> |
|        | <b>(d)</b> Chemistry 1stSem     | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 250         | 120            | <b>15,310</b> |
|        | Chemistry (2nd Sem.)            | -         | 200          | -       | 3600    | 125              | 100        | -                      | 4000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6400             | -               | 50                      | -         | 300         | 150            | <b>15,300</b> |
|        | <b>(e)</b> Maths (1st Sem.)     | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | 250        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 2000             | -               | 50                      | 60        | 250         | 170            | <b>7,810</b>  |
|        | Maths( 2nd Sem.)                | -         | 200          | -       | 3600    | 125              | 100        | -                      | 250        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 2600             | -               | 50                      | -         | 300         | 200            | <b>7,800</b>  |
|        | <b>(f)</b> Physical Edu.1st Sem | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4800             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|        | Physical Edu 2nd Sem            | -         | 200          | -       | 2400    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6600             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | <b>(g)</b> Commerce 1st Sem     | 500       | -            | 300     | 1700    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3700             | -               | 50                      | 60        | 250         | 120            | <b>7,310</b>  |
|        | Commerce 2nd Sem                | -         | 200          | -       | 1700    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4300             | -               | 50                      | -         | 300         | 150            | <b>7,300</b>  |
|        | <b>(h)</b> English(1st Sem.)    | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 9800             | -               | 50                      | 60        | 250         | 170            | <b>15,360</b> |
|        | English (2nd Sem.)              | -         | 200          | -       | 3600    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 10400            | -               | 50                      | -         | 300         | 200            | <b>15,350</b> |
|        | <b>(I)</b> Education 1stSem     | 500       | -            | 300     | 1800    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4100             | -               | 50                      | 60        | 250         | 120            | <b>7,810</b>  |
|        | Education 2nd Sem               | -         | 200          | -       | 1800    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4700             | -               | 50                      | -         | 300         | 150            | <b>7,800</b>  |
|        | <b>(j)</b> Economics 1st Sem    | 500       | -            | 300     | 1800    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4100             | -               | 50                      | 60        | 250         | 170            | <b>7,860</b>  |
|        | Economics 2nd Sem               | -         | 200          | -       | 1800    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4700             | -               | 50                      | -         | 300         | 200            | <b>7,850</b>  |
|        | <b>(k)</b> Public Admn1stSem    | 500       | -            | 300     | 1800    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4100             | -               | 50                      | 60        | 250         | 170            | <b>7,860</b>  |
|        | Public Admn 2nd Sem             | -         | 200          | -       | 1800    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4700             | -               | 50                      | -         | 300         | 200            | <b>7,850</b>  |



| Sr.No.   | Name of Courses                       | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|----------|---------------------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
| <b>2</b> | <b>Other Courses</b>                  |           |              |         |         |                  |            |                        |            |         |               |        |               |                   |         |                      |              |                  |                 |                         |           |             |                |               |
|          | (a) MTech(CSE) Part Time(1st Sem)     | 500       | -            | 300     | 3600    | 125              | 100        | 30                     | 3000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6800             | -               | 50                      | 60        | 750         | 120            | <b>15,810</b> |
|          | M.Tech.(CSE) Part Time(2nd Semester)  | -         | 200          | -       | 3600    | 125              | 100        | -                      | 3000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 7400             | -               | 50                      | -         | 750         | 150            | <b>15,750</b> |
|          | M.Tech.(CSE) Part Time(3rd Semester)  | 500       | -            | -       | 3600    | 125              | 100        | 30                     | 3000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 7100             | -               | 50                      | 60        | 750         | 120            | <b>15,810</b> |
|          | M.Tech.(CSE) Part Time(4th Semester)  | -         | 200          | -       | 3600    | 125              | 100        | -                      | 3000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 7400             | -               | 50                      | -         | 750         | 150            | <b>15,750</b> |
|          | M.Tech.(CSE) Part Time(5th Semester)  | 500       | -            | -       | 3600    | 125              | 100        | 30                     | 3000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 7100             | -               | 50                      | 60        | 750         | 120            | <b>15,810</b> |
|          | M.Tech.(CSE) Part Time( 6th Semester) | -         | 200          | -       | 3600    | 125              | 100        | -                      | 3000       | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 7400             | -               | 50                      | -         | 750         | 150            | <b>15,750</b> |
|          | (b) LL.M.(Evening) (1st Semester)     | 500       | -            | 300     | 1800    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 4000             | -               | 50                      | 60        | 250         | 170            | <b>7,860</b>  |
|          | LL.M.(Evening) (2nd Semester)         | -         | 200          | -       | 1800    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 4600             | -               | 50                      | -         | 250         | 200            | <b>7,800</b>  |
|          | LL.M.(Evening)(3rd Semester)          | 500       | -            | -       | 1800    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 4300             | -               | 50                      | 60        | 250         | 170            | <b>7,860</b>  |
|          | LL.M.(Evening)(4th Semester)          | -         | 200          | -       | 1800    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 4600             | -               | 50                      | -         | 300         | 200            | <b>7,850</b>  |

| Sr.No. | Name of Courses                                 | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|--------|---|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|        | <b>( c )</b> LL.B (5 Year Integrated)(1st Sem.) | 500       | -            | 300     | 2500    | 125              | 100        | 30                     | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6200             | -               | 50                      | 60        | 250         | 95             | <b>10,810</b> |
|        | LL.B (5 Year Integrated)( 2nd Sem.)             | -         | 200          | -       | 2500    | 125              | 100        | -                      | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6800             | -               | 50                      | -         | 250         | 125            | <b>10,750</b> |
|        | LL.B (5 Year Integrated)(3rd Sem.)              | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6500             | -               | 50                      | 60        | 250         | 95             | <b>10,810</b> |
|        | LL.B (5 Year Integrated)(4th Sem.)              | -         | 200          | -       | 2500    | 125              | 100        | -                      | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6800             | -               | 50                      | -         | 250         | 125            | <b>10,750</b> |
|        | LL.B (5 Year Integrated)(5th Sem.)              | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6500             | -               | 50                      | 60        | 250         | 95             | <b>10,810</b> |
|        | LL.B (5 Year Integrated)(6th Sem.)              | -         | 200          | -       | 2500    | 125              | 100        | -                      | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6800             | -               | 50                      | -         | 300         | 125            | <b>10,800</b> |
|        | LL.B (5 Year Integrated)(7th Sem.)              | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6500             | -               | 50                      | 60        | 250         | 95             | <b>10,810</b> |
|        | LL.B (5 Year Integrated)(8th Sem.)              | -         | 200          | -       | 2500    | 125              | 100        | -                      | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6800             | -               | 50                      | -         | 300         | 125            | <b>10,800</b> |
|        | LL.B (5 Year Integrated)(9th Sem.)              | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6500             | -               | 50                      | 60        | 250         | 95             | <b>10,810</b> |
|        | LL.B (5 Year Integrated)(10th Sem.)             | -         | 200          | -       | 2500    | 125              | 100        | -                      | 125        | 50      | 50            | 75     | 50            | 25                | 100     | 100                  | 25           | 6800             | -               | 50                      | -         | 300         | 125            | <b>10,800</b> |
|        | <b>(d)</b> MBA (5 Year Integrated)(1st Sem.)    | 500       | -            | 300     | 2500    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5900             | -               | 50                      | 60        | 300         | 120            | <b>10,860</b> |
|        | MBA (5 Year Integrated)(2nd Sem.)               | -         | 200          | -       | 2500    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6500             | -               | 50                      | -         | 300         | 150            | <b>10,800</b> |

| Sr.No. | Name of Courses                       | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|--------|---------------------------------------|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|        | MBA (5 Year Integrated)(3rd Semester) | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6200             | -               | 50                      | 60        | 250         | 120            | <b>10,810</b> |
|        | MBA (5 Year Integrated)(4th Semester) | -         | 200          | -       | 2500    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6500             | -               | 50                      | -         | 300         | 150            | <b>10,800</b> |
|        | MBA (5 Year Integrated)(5th Semester) | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6200             | -               | 50                      | 60        | 300         | 120            | <b>10,860</b> |
|        | MBA (5 Year Integrated)(6th Semester) | -         | 200          | -       | 2500    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6500             | -               | 50                      | -         | 300         | 150            | <b>10,800</b> |
|        | MBA (5 Year Integrated)(7th Semester) | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6200             | -               | 50                      | 60        | 300         | 120            | <b>10,860</b> |
|        | MBA (5 Year Integrated)(8th Semester) | -         | 200          | -       | 2500    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6500             | -               | 50                      | -         | 300         | 150            | <b>10,800</b> |
|        | MBA (5 Year Integrated)(9th Semester) | 500       | -            | -       | 2500    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6200             | -               | 50                      | 60        | 300         | 120            | <b>10,860</b> |
|        | MBA (5 Year Integrated)(10th Sem)     | -         | 200          | -       | 2500    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6500             | -               | 50                      | -         | 300         | 150            | <b>10,800</b> |
|        | (e) M.A.(Education) (1st Semester)    | 500       | -            | 300     | 1400    | 125              | 100        | 30                     | 200        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 2700             | -               | 50                      | 60        | 250         | 220            | <b>6,310</b>  |
|        | M.A.(Education) (2nd Semester)        | -         | 200          | -       | 1400    | 125              | 100        | -                      | 200        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3300             | -               | 50                      | -         | 250         | 250            | <b>6,250</b>  |
|        | M.A.(Education) (3rd Semester)        | 500       | -            | -       | 1400    | 125              | 100        | 30                     | 200        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3000             | -               | 50                      | 60        | 250         | 220            | <b>6,310</b>  |
|        | M.A.(Education) (4th Semester)        | -         | 200          | -       | 1400    | 125              | 100        | -                      | 200        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3300             | -               | 50                      | -         | 300         | 250            | <b>6,300</b>  |
|        | (f) B.A Mass Comm. (1st Semester)     | 500       | -            | 300     | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5500             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |

| Sr.No. | Name of Courses                                     | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|--------|---|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|        | B.A Mass Comm. (2nd Semester)                       | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | B.A Mass Comm. (3rd Semester)                       | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 250         | 120            | <b>10,310</b> |
|        | B.A Mass Comm. ( 4th Semester)                      | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 250         | 150            | <b>10,250</b> |
|        | B.A Mass Comm. (5th Semester)                       | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|        | B.A Mass Comm. ( 6th Semester)                      | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | <b>(g)</b> M.Sc.(Hon.)Econ.(5 year integr)(1st Sem) | 500       | -            | 300     | 800     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1100             | -               | 50                      | 60        | 300         | 120            | <b>3,860</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(2nd Sem)            | -         | 200          | -       | 800     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | -         | 300         | 150            | <b>3,800</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(3rd Sem)            | 500       | -            | -       | 800     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1400             | -               | 50                      | 60        | 300         | 120            | <b>3,860</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(4th Sem)            | -         | 200          | -       | 800     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | -         | 300         | 150            | <b>3,800</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(5th Sem)            | 500       | -            | -       | 800     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1400             | -               | 50                      | 60        | 300         | 120            | <b>3,860</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(6th Sem)            | -         | 200          | -       | 800     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | -         | 300         | 150            | <b>3,800</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(6th Sem)            | 500       | -            | -       | 800     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1400             | -               | 50                      | 60        | 300         | 120            | <b>3,860</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(6th Sem)            | -         | 200          | -       | 800     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | -         | 300         | 150            | <b>3,800</b>  |

| Sr.No. | Name of Courses                                   | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|--------|---|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|        | M.Sc.(Hon.)Econ.(5 year integr)(6th Sem)          | 500       | -            | -       | 800     | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1400             | -               | 50                      | 60        | 300         | 120            | <b>3,860</b>  |
|        | M.Sc.(Hon.)Econ.(5 year integr)(6th Sem)          | -         | 200          | -       | 800     | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 1700             | -               | 50                      | -         | 300         | 150            | <b>3,800</b>  |
|        | <b>(j)</b> M.Sc.(Hon.)Math(5 year integr)(1stSem) | 500       | -            | 300     | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5500             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(2ndSem)            | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(3rdSem)            | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(4thSem)            | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(5thSem)            | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(6thSem)            | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(7thSem)            | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(8thSem)            | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | M.Sc.(Hon.)Math(5 year integr)(9thSem)            | 500       | -            | -       | 2400    | 125              | 100        | 30                     | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 5800             | -               | 50                      | 60        | 300         | 120            | <b>10,360</b> |

| Sr.No. | Name of Courses                         | Admission | Continuation | Caution | Tuition | Amalgamated Fund | Renovation | Group Insurance Scheme | Laboratory | Medical | Uni. Magazine | Sports | Youth Welfare | Students Aid Fund | Library | Law Magazine/Journal | Holiday Home | Development fund | Tr. & Placement | National Service Scheme | Red Cross | Examination | Others Charges | Total(Rs.)    |
|--------|---|-----------|--------------|---------|---------|------------------|------------|------------------------|------------|---------|---------------|--------|---------------|-------------------|---------|----------------------|--------------|------------------|-----------------|-------------------------|-----------|-------------|----------------|---------------|
|        | M.Sc.(Hon.)Math(5 year integr)(10thSem) | -         | 200          | -       | 2400    | 125              | 100        | -                      | 500        | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 6100             | -               | 50                      | -         | 300         | 150            | <b>10,300</b> |
|        | <b>(k)</b> B.P.Ed.(1st Sem.)            | 500       | -            | 300     | 1500    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3400             | -               | 50                      | 60        | 250         | 120            | <b>6,810</b>  |
|        | B.P.Ed.(2nd Sem.)                       | -         | 200          | -       | 1500    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4100             | -               | 50                      | -         | 250         | 50             | <b>6,750</b>  |
|        | B.P.Ed.(3rd Sem.)                       | 500       | -            | -       | 1500    | 125              | 100        | 30                     | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 3700             | -               | 50                      | 60        | 250         | 120            | <b>6,810</b>  |
|        | B.P.Ed.(4th Sem.)                       | -         | 200          | -       | 1500    | 125              | 100        | -                      | -          | 50      | 50            | 75     | 50            | 25                | 100     | -                    | 25           | 4100             | -               | 50                      | -         | 250         | 50             | <b>6,750</b>  |

Continued.....

**II. Details of Fee / Funds for various Courses in the University Centre for  
Distance Learning;**

| Sr.No.    | Name of Courses  | Admission Fee | Tuition Fee | Development Fee | Other Fee<br>(including<br>preparation &<br>printing of study<br>material) | Examination Fee | Total Fee (Per<br>Annun)       |
|-----------|--|---------------|-------------|-----------------|--|-----------------|--------------------------------|
| <b>1</b>  | Three Year BCA   | 500           | 2000        | 1150            | 4200   | 650             | <b>8500</b>                    |
| <b>2</b>  | Three Year B.A<br>(Mass<br>Communication)                              | 500           | 700         | 150             | 1000   | 650             | <b>3000</b>                    |
| <b>3</b>  | Three Year B.A   | 500           | 450         | 150             | 600  | 250             | <b>1950</b>                    |
| <b>4</b>  | Three Year B.Com   | 500           | 500         | 150             | 550  | 350             | <b>2050</b>                    |
| <b>5</b>  | Three Year M.C.A   | 500           | 2900        | 1500            | 6050   | 1050            | <b>12000</b>                   |
| <b>6</b>  | Two Year M.Sc.<br>(Computer Science)                                   | 500           | 2900        | 1500            | 6050   | 1050            | <b>12000</b>                   |
| <b>7</b>  | Two Year MBA<br>General (Semester<br>System)                           | 500           | 1400        | 1000            | 2050   | 1050            | <b>6000<br/>(per semester)</b> |
| <b>8</b>  | Two Year M.A<br>(Education)  | 500           | 1400        | 950             | 2500   | 650             | <b>6000</b>                    |
| <b>9</b>  | Two Year M.A<br>(English)  | 500           | 800         | 150             | 1500   | 650             | <b>3600</b>                    |
| <b>10</b> | Two Year M.A<br>(Mass<br>Communication)                                | 500           | 700         | 150             | 1000   | 650             | <b>3000</b>                    |
| <b>11</b> | One Year P.G<br>Diploma in Mass<br>Communication                       | 500           | 700         | 150             | 1000   | 650             | <b>3000</b>                    |
| <b>12</b> | One Year P.G<br>Diploma in Business<br>Management<br>(Semester System) | 500           | 1400        | 1000            | 2050   | 1050            | <b>6000<br/>(per semester)</b> |
| <b>13</b> | One Year P.G<br>Diploma in<br>Computer Science                         | 500           | 2900        | 1500            | 6050   | 1050            | <b>12000</b>                   |
| <b>14</b> | One Year Diploma in<br>Computer Science &<br>Technology                | 500           | 2000        | 1150            | 4200   | 650             | <b>8500</b>                    |

### III Hostel Fees for University Students.

The residents in the University Hostels shall pay the following fee at the time of their admission to the Hostels;

| <b>Sr.No.</b> | <b>Description</b>   | <b>Amount</b>            |
|---------------|----------------------|--------------------------|
| 1.            | Hostel Security      | Rs. 1500.00(Refundable)  |
| 2.            | Hostel Mess Security | Rs. 1500.00 (Refundable) |
| 3.            | Room Rent            | Rs. 1200.00 Per annum    |
| 4.            | Electricity Charges  | Rs. 1200.00 Per annum    |
| 5.            | Maintenance Charges  | Rs. 1200.00 Per annum    |
| 6.            | Misc. Charges        | Rs. 600.00 Per annum     |

The SC/ST Students are exempted from payment of Room rent.

In addition to above, the residents will pay the charges, if any, as mentioned in the Prospectus issued by the Chief Warden. They have also to abide by the instructions as given in the Prospectus.

Each student admitted to the University Hostel is strictly warned that he/she is not allowed to permit any of his/her friend or guest to stay in his/her room. Strict action will be taken on the defaulting hosteller(s) in case he/she is found violating the instructions contained in the Prospectus.



**CHAPTER- XV**

**ORDINANCE : REFUND /ADJUSTMENT OF FEE AND FEE  
CONCESSION**

**Section-A-For University students**

1. The amount of Tuition Fee and other funds, chargeable from the students of University Teaching Departments and maintained /affiliated Colleges shall be as approved by the Executive Council from time to time.
2. A student migrating from another University will be required to pay all the dues other than Tuition Fee and Amalgamated Fund, which will be charged with effect from the month following the one up to which these have been paid to the previous institution.
3. Dues must be paid on the dates notified, otherwise a late fee Fine as prescribed by the University shall be charged. The names of the defaulters shall stand struck off the rolls, if the dues are not paid till the end of the month, unless permission is obtained from the Chairperson of the Department concerned to make payment at a later date within the next month. Students may be re-admitted with the permission of the Chairperson of the Department concerned on payment of the prescribed Late Fee Fine alongwith the arrear of the Fee or/and Fines provided that the Chairperson of the Department is satisfied that if re-admitted, the student will not fall short of the requisite percentage of lectures etc. A candidate who attends any class(es) during the period his or her name remains struck off the rolls, shall not be given any credit for lectures, which he may have attended during the period in question.

The admission of a candidate after struck of the name from the department rolls shall be allowed once in each semester.

4. **Adjustment/Refund of Fee :**
  - (a) If a candidate after having deposited fee for admission in one course joins another course in another University Teaching Department in the same session, as mentioned below, and is permitted to withdraw his/her candidature, fee/funds except admission fee already deposited by him/her for the course from which he/she has withdrawn, shall be

adjusted/refunded against the fee/funds of the course he/she joins subject to the condition that the difference, if any, shall be paid by the candidate :

- (i) from a general course to another general course;
- (ii) from a general course to a self-financing course or vice-versa;
- (iii) from a self-financing course to another self-financing course.

However, in self-financing courses, adjustment/refund of fee will be allowed only if the seat so vacated is filled by the last date of admission.

(b) In case a candidate leaves the University after seeking admission in a particular course, following conditions will apply for refund of fee :

- (i) If a candidate leaves before the commencement of the classes, the entire fee deposited by the candidate will be refunded after deducting Rs.1000/- only.
- (ii) In case a candidate leaves after commencement of the classes, proportionate deduction of fee upto the month of his/her leaving will be made, subject to minimum of Rs.1000/-. The vacant seat will be filled up from waiting list.
- (iii) In case waiting list has not been drawn by the Department, the fees will be refunded after deducting processing fees i.e Rs. 1000/- even if the seat is not filled up.

If the admission of a student is cancelled by the University, for no fault of his/her, the dues paid by him/her will be refunded.

## 5. Tuition Fee concessions :

(a) Full Tuition Fee Concessions may be given to deserving students by the Chairpersons of the Departments/Principals up to 10% of the total number of students on roll in each class/department as on the 31<sup>st</sup> July (including those admitted with Late Fee upto 31<sup>st</sup> August) of the year, fraction up to .4 being counted for Half Fee Concession and fraction of .5 and above being counted for Full Concession.

The Vice-Chancellor may, in deserving cases, on the recommendation of the Chairperson of the Department concerned, grant additional fee concessions upto 10% provided that not more than one such additional fee concession shall be awarded in any class in a Department.

(b) Tuition Fee concessions may be allowed to two or more children of the same parents at the following rates :-

- (i) The eldest to pay Full fee.
- (ii) The younger or younger ones to pay Half fee.

The Concessions will be allowed even if the elder brother/sister is studying in a University maintained Institution other than the one in which the younger brother(s)/sister(s) is/are studying.

(c) Development Fee concession may be allowed to anyone of the two brothers/sisters on admission to the same course in the University Teaching Department during the same session.

(d) Fee concession to University employees and their dependents :

- (i) Confirmed University employees permitted to join Evening classes or the University Centre For Distance Learning will be exempted from payment of Tuition Fee provided in case of individuals who fail in the examinations for which

they are permitted or whose conduct is reported as unsatisfactory or who do not take proper interest in the office work, the concession will be discontinued.

(ii) 50% concession of total fee (except examination fee and registration fee) to the University employee and their dependents(sons, daughters, brothers, sisters, spouse, who is/are not working and is/are fully dependant on him/her and living with him/her) may be allowed in part-time/regular courses, self-financing courses in the University Teaching Departments and the courses in the University Centre for Distance Learning.

(e) The children of serving military personnel upto the rank of an N.C.O. or of military personnel killed or incapacitated wholly or partially during the war, shall be allowed Full Fee Concession.

(f) Blind students may on an application be granted Full Fee Concession.

(g) Eligible SC/ST students of Haryana who do not get scholarship will be allowed 100% tuition fee concession in the courses in University Teaching Departments/University Centre for Distance Learning.

#### **Section-B-For Colleges Students**

1. No fees/funds shall be charged from the students, otherthan the fees/funds prescribed by the University from time to time.
2. The Hostel Fee and Funds shall be fixed in accordance with the prevailing local conditions by a Committee consisting of two members appointed by the Principal and a nominee of the Vice-Chancellor and approved by the University from time to time.

3. No donation be collected from the students at the time of admission and also when they are on the rolls of the College. Donation may be accepted from old students only after one year of their leaving the College.
4. No tuition fee be charged from girl students studying in affiliated/constituent Colleges upto graduation level.
5. **Fee Concession :**
  - (i) The Colleges may grant 10% full fee concession and 10% half fee concession on the basis of enrolment as on 31<sup>st</sup> August in addition to the brother/sister concessions. These concessions shall be given to only such candidates who are not receiving any scholarship etc.
  - (ii) The children of Class IV employees working in the Colleges shall also be granted full fee concession and shall form a part of the 10% limit of full fee concession allowed.
  - (iii) Blind students may on an application be granted full fee concession.



**\*CHAPTER- XVI**

**\*ORDINANCE: RECOGNITION OF COLLEGE TEACHERS**

1. All the teachers appointed in the Recognized/Affiliated Colleges through duly constituted Selection Committees shall be deemed as recognized/approved teachers of the University in case their appointment has been approved by the competent officer of the University.
  
2. In case a teacher including the Principal is found guilty of gross misconduct/dereliction of duty/negligence, the Executive Council may, on a reference from the Vice-Chancellor withdraw the recognition/ approval of the teacher/principal after conducting a proper enquiry and serving a show-cause notice.

However, the teacher/principal concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the Chancellor whose decision shall be final.

---

**\* Included vide Executive Council Resolution No. 13 of 22.7.2011**

## CHAPTER- XVII

### CONDITIONS UNDER WHICH THE COLLEGES AND INSTITUTIONS MAY BE ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY AND THE WITHDRAWAL OF THE SAME.

1. The University shall recognize/affiliate, for admission to its privileges such Colleges as may be decided upon by the Executive Council from time to time.
2. On receipt of a letter of application under the provision of Statute-42, the Executive Council shall :-
  - (a) direct a local inquiry to be made by two or more competent persons authorized by the Executive Council in behalf; and
  - (b) make such further inquiry, as may appear to them to be necessary.

After such further inquiry, if any, the Executive Council may grant or refuse the application or part thereof or may grant provisional affiliation for a year subject to specific conditions.

3. Where an application, or any part thereof, is granted, the resolution of the Executive Council shall specify the courses of instruction in respect of which the College is recognized/affiliated; and, where the application or any part thereof is refused, the grounds of such refusal shall be stated.

Provided that no College shall be recognised/affiliated with retrospective effect in respect of any course(s) of instruction.

---

\* Included vide Executive Council Resolution No. 13 of 22.7.2011



4. The application may be withdrawn at any time before a resolution is passed by the Executive Council in terms of Clause 2 above.
5. A recognized/affiliated College shall pay an initial fee as given in Appendix-I and continuation fee annually thereafter as under :-

| <i>Colleges</i> | <i>Annual Continuation Fee</i> |
|-----------------|--------------------------------|
|-----------------|--------------------------------|

GENERAL COLLEGES :

- |                             |            |
|-----------------------------|------------|
| 1. Arts, Science & Commerce | Rs.5,000/- |
|-----------------------------|------------|

PROFESSIONAL COLLEGES :

- |                       |              |
|-----------------------|--------------|
| 1. Education Colleges | Rs. 10,000/- |
| 2. Law Colleges       | Rs.10,000/-  |

6. If a College fails to start classes during the Academic year for which permission has been given, the recognition/affiliation for the course(s) concerned shall stand cancelled.
- 7.1 No College affiliated to the University shall discontinue instruction in any Faculty/Course/Subject without the prior permission of the University.
- 7.2 If the Governing Body of a College proposes to discontinue a particular Course/Subject in the College, it shall seek the prior permission of the University and a formal application

giving

sound reasons in support of the proposal shall be made not later than the 31<sup>st</sup> October of the year, preceding the year in which the discontinuance is proposed.

7.3 In the case of discontinuation of the College, it shall be incumbent upon the Governing Body of the Institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the condition, if any, imposed by it.

7.4 The discontinuation in respect of each integrated Course of Study/Subject for which it is affiliated shall be in stages as under :-

- (i) In the First Year, admissions to Part I Classes will be discontinued and admissions to the Part II/III will continue.
- (ii) In the Second Year, admissions to Part II Class will be discontinued and Class for Part III, if any, will continue.
- (iii) In the Third Year, there may be no admissions.

8. If a College does not provide instruction in the course(s) for which recognition had been granted, for three years continuously, the recognition for such course(s) shall stand cancelled.

9. Where a college desires to add to the course(s) of instruction in respect of which it is recognised, the procedure prescribed by Clauses 3 and 4 above shall, so far as may be, be followed.

Provided that in such cases as the Executive Council deems fit the condition of inquiry may be dispensed with.

10. Every College shall also furnish such reports, returns and other information as the Executive Council may require from time to time to enable it to judge the efficiency of the College.
11. The Principal of every recognized/affiliated College shall submit to the Registrar, before the 31<sup>st</sup> August each year, a report indicating :-
- (a) the changes in the management;
  - (b) changes in :
    - (i) the teaching staff and qualifications of new members;
    - (ii) other staff;
  - (c) number and distribution of students;
  - (d) income and expenditure of the previous financial year;
  - (e) results of examinations;
  - (f) scholarships;

- (g) condition of library;
- (h) number of students in the College hostel; and
- (i) payment of salary and Provident Fund contribution.

12. The following record must be kept by every recognised college and submitted when required, to the officer nominated by the Vice-Chancellor :-

- (1) A register of admissions and withdrawal. The register will give, in the case of every student, the date of admission, date of birth, name of birth place, parentage, attendance at College examinations and results of such examinations, a record of University career, and date of withdrawal.
- (2) Registers of daily attendance of students at lectures.
- (3) A register of fees.
- (4) A time-table.

13. The Executive Council, on the recommendation of the Vice-Chancellor shall cause every recognised College to be inspected from time to time by one or more competent persons authorised by it in this behalf.

Provided that each College shall be inspected ordinarily once in every three years, and at other times where in the opinion of the Executive Council such inspection is necessary.

14. An Inspection Committee shall ordinarily consist of two members. One of the members of the Inspection Committee in the case of a Science College will ordinarily be a Science man and in the case of Training/Professional College, shall belong to the particular profession in which the College is recognised.
15. A Convener of the Inspection Committee shall be appointed by the Executive Council and he will be responsible for arranging the inspection.
16. The members of an Inspection Committee shall be paid traveling and halting allowance of the class to which they are entitled according to normal rules, and, in addition, an inspection fee of Rs.1000/- per College per member.

17. The inspection will be directed primarily to the purpose of ascertaining :-

(a) if the conditions of recognition prescribed by and under the Ordinance are being complied with;

(b) that adequate measures are taken to ensure efficiency as regards —

(i) qualifications of, and duties performed by, members of the staff;

(ii) instruction, residence and supervision of students;

(iii) accommodation for classes and administrative offices;

(iv) furniture, apparatus and sanitary arrangements;

(v) library;

(vi) registers for various purposes; and

(vii) proper maintenance of Accounts, Regular payment of Salary and Provident Fund Contribution.

(viii) any violation of rules and instructions.

(ix) other similar matters.

(c) If the rules concerning the science practicals are being complied with and the laboratories are properly fitted with requisite apparatus, gas and water-supply.

18. The report of the Inspection Committee shall be submitted in

printed form (*Appendix II, III, IV & IV-A*) as the case may be within 10 days of the date of inspection to the Registrar for consideration of the Executive Council.

- 19 If the report calls for any action by the Executive Council, the Executive Council shall specify the points on which it considers the College deficient and fix time, which may be extended for sufficient reasons, within which the College shall take action necessary to comply with the directions of the Executive Council.
- 20 If at any time the Executive Council finds that a College is not complying with the requirements of the Act, Statutes, Ordinances or Regulations of the University, or any instructions issued by it or on its behalf, the Executive Council will have the authority to impose any one or more of the following penalties :—
- (1) students of the College concerned shall not be accepted for the University Examination;
  - (2) the College staff shall be debarred from University work such as appointment as examiners, superintendents of examination centres, etc.;
  - (3) the Principal or the teacher concerned shall be debarred from seeking election or nomination to a University body or his name shall be removed from the list of members of the University bodies;

- (4) the approval of the Principal and the recognition of the Governing Body of the College shall be withdrawn;
- (5) the recognition, granted to the College, shall be withdrawn in part or in whole.

21. Where the Executive Council proposes to withdraw the recognition/affiliation of a College, in whole or in part, the Executive Council shall send, to the Principal of the College concerned, a registered notice stating therein the grounds on which the action is proposed to be taken together with an indication that any representation in writing submitted on behalf of the college, within a specific period, shall be considered by the Executive Council. The period may, if considered necessary by the Executive Council, be extended.
22. On receipt of the representation or on expiration of the period referred to in Clause **21**, the Executive Council shall consider the notice of motion, the statement and representation, if any, and make such order as the circumstances may require.
23. Where, by an order made under Clause **22**, the rights conferred by recognition/affiliation are withdrawn in whole or in part, the grounds for such withdrawal shall be stated in the order and communicated to the Head of the College concerned.
24. In the event of withdrawal of the recognition of a College, the Executive Council shall have power to decide regarding the disposal of the 'Amalgamated Fund and other students' Funds'.



**APPENDIX-I**  
**FORM OF APPLICATION**

(Referred to in Statute -43)

1. An application for recognition shall be made in the case of a Government College by the Higher Education Commissioner or the Head of the Education Department, and in the case of a non-government institution by the Chairman or any other authority appointed for the purpose by the Governing Body of the College.

Application for grant of recognition to new College accompanied by the fee as under and other documents must reach the Registrar by 31st October of the year preceding the one in which it is proposed to start the College :

*I OPENING OF NEW COLLEGE(S)*

| <i>Colleges</i> | <i>Application Fee</i> | <i>Provisional<br/>Affiliation<br/>Fee</i> | <i>Permanent<br/>Affiliation<br/>Fee</i> |
|-----------------|------------------------|--|--|
|-----------------|------------------------|--|--|

**GENERAL COLLEGES :**

|                                |             |               |               |
|--------------------------------|-------------|---------------|---------------|
| 1. Arts, Science &<br>Commerce | Rs.25,000/- | Rs.2,00,000/- | Rs.1,00,000/- |
|--------------------------------|-------------|---------------|---------------|

**(for any two Faculty)**

**PROFESSIONAL COLLEGES :**

|                         |             |               |               |
|-------------------------|-------------|---------------|---------------|
| 1. <b>B.Ed.</b>         | Rs.50,000/- | Rs.3,00,000/- | Rs.2,00,000/- |
| 2. <b>M.Ed.</b>         | Rs.50,000/- | Rs.3,00,000/- | Rs.2,00,000/- |
| 3. <b>LL.B. 3 Years</b> | Rs.50,000/- | Rs.3,00,000/- | Rs.2,00,000/- |
| 4. <b>LL.B. 5 Years</b> | Rs.50,000/- | Rs.5,00,000/- | Rs.2,00,000/- |
| 5. <b>M.A.</b>          | Rs.10,000/- | Rs.20,000/-   | Rs.10,000/-   |
| 6. <b>M.Sc./M.Com.</b>  | Rs.10,000/- | Rs.50,000/-   | Rs.25,000/-   |

The Application submitted after 31<sup>st</sup> October shall be accompanied with late application fee as under :

- A. 25% extra of the relevant Application Fee upto 31<sup>st</sup> December.
- B. 50% extra of the relevant Application Fee upto 31<sup>st</sup> March.
- C. 100% extra of the relevant Application Fee upto 30<sup>th</sup> April.

However, the Vice-Chancellor at his discretion on the merit of the case may condone the delay in the submission of Application Form after 30<sup>th</sup> April with the late application fee at 'C' above.

Applications for the recognition of additional course(s)/subject(s) accompanied by the following fees must reach the Registrar by December 1st, in the case of Science subjects and December 31<sup>st</sup> in the case of Arts subjects, of the year, preceding the one subject(s)/Course(s) concerned.

*II FEE FOR INTRODUCTION OF NEW COURSE(S)/SUBJECT(S)  
ADDITIONAL SEATS/UNIT IN THE EXISTING COLLEGES.*

**GENERAL COLLEGES :**

|                             |             |               |             |
|-----------------------------|-------------|---------------|-------------|
| 1. Arts, Science & Commerce | Rs.5,000/-  | Rs.7,500/-    | Rs.5,000/-  |
| 2. B.Ed.                    | Rs.10,000/- | Rs.20,000/-   | Rs.10,000/- |
| 3. BBA(3 Year)              | Rs.5,000/-  | Rs.75,000/-   | Rs.25,000/- |
| 4. BCA(3 Year)              | Rs.5,000/-  | Rs.1,00,000/- | Rs.50,000/- |

**PROFESSIONAL COLLEGES :**

|                 |             |               |              |
|-----------------|-------------|---------------|--------------|
| 1. B.Ed./M.Ed.  | Rs.10,000/- | Rs.75,000/-   | Rs.25,000/-  |
| 2. BBA(3Year).  | Rs. 5,000/- | Rs. 75,000/-  | Rs. 25,000/- |
| 3. BCA (3Year). | Rs.5,000/-  | Rs.1,00,000/- | Rs.50,000/-  |

The Education/Law Colleges shall pay inspection fee of Rs. 20,000/- annually.

However, the existing College be not allowed to open a new faculty till the Physical and Human Resources in other Colleges remain

under utilized. After the case has been cleared by the University the College shall be required to deposit the prescribed amount of Endowment Fund and submit No Objection Certificate issued by the State Govt. for the purpose, but before actually starting the College/subject/course concerned.

Before applying for grant of affiliation to a new College the Registered Society of the proposed College must satisfy the following conditions :

- (i) The condition of 15 K.M. distance between two Colleges in rural area may be relaxed for College of Education keeping in view the fact that the infrastructure in these Colleges hardly remains unutilized.
- (ii) In urban area, no new College should be started unless all existing Colleges have attained the maximum strength of 1000 students. However, if there is no Girls College in that town then this condition will not be applicable for starting a purely Girls College.

In case the above conditions are satisfied the Society/Trust will be required to fulfill the following conditions by 15<sup>th</sup> May so that the College be inspected by the University Inspection Committee for the grant of provisional affiliation. The Committee will make further suggestions regarding books, play grounds, laboratories, staff etc. If within one year of this letter of clearance the Society does not fulfil these conditions, the University would be free to withdraw the clearance and the applications of some Society, if any, may be considered.

(a) The proposed Girls and Co-educational College should have 5 and 8 acres of land respectively, preferably at one place.

(b) Two months before the commencement of the academic Session, i.e., by 15<sup>th</sup> of May, the College should have the following accommodation :-

|                    |       |
|--------------------|-------|
| Class Rooms        | ....6 |
| Principal's Office | ....1 |
| Staff Room         | ....1 |
| College Office     | ....1 |
| Library            | ....1 |

The College should also have subject laboratories if it intends to start Science classes/specialised subject(s).

(c) All the rooms should be furnished with necessary furniture and equipment.

(d) The College Society should have Bank balance of at least Rs.2 lac to ensure regular payment of salaries to the staff.

Provided further that if an existing College intends to start Post-graduate Classes, it shall satisfy the following requirements.

(i) The College should not have the distance of less than 40 km. from the University if it intends to start M.A. Classes in the subject which is already being run in the University itself.

(ii) In case a College in a particular city already has the affiliation for M.A. Course in a particular subject, the other Colleges in that city may not be granted affiliation in the

same subject.

- (iii) No college should be granted affiliation for M.A. Class in more than three subjects.
- (iv) The examination results of the College in that subject during the last 5 years, should be taken into consideration before granting the affiliation.
- (v) The qualifications of the staff already working in the College to teach the concerned subject at Under-graduate level, for which the affiliation is sought at Post-graduate level, may also be kept in view.

2. The application shall be accompanied by the following statements, in addition to other particulars expressly required by the Ordinance : —

- (a) a statement containing full information regarding the Constitution of the Governing Body and the names of its members.
- (b) a statement showing the staff of teachers employed, or proposed to be employed, their qualifications, the subject or subjects proposed to be taught by each of them, their salaries, grades of pay, and the conditions governing their tenure of office.
- (c) a complete plan to scale of the building and grounds.
- (d) statements indicating : —

- (1) the number of students attending the College or proposed to be admitted in the College;
- (2) the number of such students not residing with their parents or guardians;
- (3) the arrangements made or proposed to be made for the residence in the College, or lodging approved by the College of students not residing with their parents or guardians;
- (4) the arrangements made or proposed to be made for :
  - (a) the supervision of students; and
  - (b) physical welfare of students including arrangements for games, physical training, play grounds, and medical assistance;
- (5) the arrangements made or proposed to be made for the benefit of girl students if the College provides co-education.
- (e) a statement showing the number and character of the books composing the library, and the expenditure annually provided or proposed to be provided for the improvement of the library.
- (f) a statement, showing the appliances (including laboratory equipments, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subjects in which recognition is sought and amount to be annually expended on such appliances.
- (g) a statement showing the accommodation provided for the

residence of the Principal of the College and of any members of the teaching staff in or near the College or the place for the residence of students.

- (h) a statement showing the financial resources of the College, including a statement of the annual income and expenditure.
- (i) a statement with proof that they possess –

  - (i) An Endowment Fund as required under the rules of the University.
  - (ii) Adequate building, equipment, furniture and library books or adequate funds, as determined by the Executive Council for the purpose.
- (j) an assurance that after the College is recognised any transference of Management shall be reported to the Vice-Chancellor. Any change in the Teaching staff shall be made with the prior approval of the Vice-Chancellor and that the institution shall faithfully observe the provisions of the Act, Statutes, Ordinances and Regulations of the University or any instructions issued by the Executive Council or on its behalf, from time to time.



**3. Requirements for Admission of Colleges to the Privileges of the University.**

(1) A College shall have a separate Endowment Fund that cannot be alienated so long as the College continues to exist. The amount of the Endowment Fund required by a College seeking recognition by the University shall be as follows :

| <i>Name of the Course</i>   | <i>Proposed Rates of Endowment Fund</i> |
|---|---|
| <b>I. B.A./B.Sc. &amp; B.Com. (3 Years)</b>                                   |   |
| <i>(i) Colleges for Women only–</i>   |   |
| Arts and Science/Commerce   | Rs.1,00,000/-                           |
| Arts, Science & Commerce  | Rs.1,50,000/-                           |
| <i>(ii) Other Colleges–</i>   |   |
| Arts and Science/Commerce   | Rs.2,00,000/-                           |
| Arts, Science & Commerce  | Rs.3,00,000/-                           |
| <i>(iii) BBA(3 Year)</i>  | Rs.1,00,000/-                           |
| <i>(iv) BCA(3 Year)</i>   | Rs.1,00,000/-                           |
| II. Additional Evening Classes for B.A./<br>B.Com. in recognised Day Colleges | Rs.50,000/-                             |
| III. B.Ed. (Two Units)  | Rs.1,50,000/-                           |
| For each additional Unit  | Rs.50,000/-                             |
| IV. M.Ed. (10 seats)  | Rs.50,000/-                             |

For every additional 5 seats Rs.50,000/-

V. O.T./M.I.L. Rs.15,000/-

VI. Diploma in Office Management and Secretariat Training :

(a) For one Unit of 60 students Rs.10,000/-

(b) For two Units of 120 students Rs.20,000/-

*Note:* Not more than two units will be allowed in any case.

VII. Diploma Course in Secretarial Practice (Unit of 30 students) Rs.5,000/-

**Additional Courses**

VIII. M.A. Rs.1,00,000/-

(Each College participating in M.A. teaching on Inter-Collegiate basis shall contribute towards this Endowment Fund proportionately) (for each subsequent subject)

M.Sc. (Each Subject) Rs.1,50,000/-

M.Com. Rs.1,00,000/-

IX. Post B.Sc. Diploma in Computer Science & Applications Rs.50,000/-  
(Upto 30 seats)

- X. Post B.Sc. Diploma in Electronics Rs.50,000/-  
Technology (Upto 30 seats)

New Colleges proposing to impart instruction in Arts subjects only shall not be granted recognition. For courses other than those mentioned above, the amount of the Endowment Fund shall be determined by the Executive Council in each case. The requirement of Endowment Fund shall not apply to a Government College.

(2) The amount of Endowment Fund shall be kept as a fixed deposit in a Scheduled Bank.

- (i) The Fixed Deposit Receipts shall be deposited with the Higher Education Commissioner, Haryana for safe custody. The Fixed Deposit Receipt(s) shall be in favour of the Higher Education Commissioner, Haryana, and could be utilized to disburse all dues to the staff in case the College ceases to function or is disaffiliated.

The Endowment Fund already deposited by the College in the shape of Fixed Deposit Receipt(s) shall be renewed, after maturity, by the concerned Colleges, only in favour of the Higher Education Commissioner, Haryana.

- (ii) In future the proof of Endowment Fund will be acceptable only in the shape of Fixed Deposit Receipt(s) drawn on a Scheduled Bank. Colleges already having their Endowment

Fund in the shape of debentures or Promissory Notes *etc. etc.* be asked to convert the same into Fixed Deposit Receipt(s) as early as possible but not later than their maturity.

- (iii) A Governing Body which is managing a number of Colleges shall not be required to keep the Endowment Fund for each College separately. It may be kept by the parent body in a consolidated form.
- (iv) The Endowment Fund shall not be utilized by the Governing Body of the College as security for obtaining a loan.
- (v) The interest on the Endowment F.D.Rs. will be credited to the Management Account.

(3) The College should possess adequate buildings, equipment and furniture or adequate funds to be determined in each case by the Executive Council for the construction of necessary buildings and for the purchase of necessary equipment and furniture.

4. (a) The minimum expenditure to be incurred on purchase of books for the College Library shall be as under : –

| <i>Name of the Course</i> | <i>Minimum Expenditure on Books</i> |               |
|---------------------------|-------------------------------------|---------------|
|                           | <i>Initial</i>                      | <i>Annual</i> |

**B.A./B.Sc./B.Com. (3 Years)**

|  |   |            |
|--|---|------------|
| 1. Arts & Science/Commerce                                     | Rs.20,000/-   | Rs.3,000/- |
| 2. Arts, Science & Commerce                                    | Rs.30,000/-   | Rs.4,000/- |
| <b>B.Ed.</b>   | Rs.15,000/-   | Rs.2,000/- |
|  | (On the purchase of books, apparatus and equipment)                       |            |
| <b>M.A.</b> (Each subject)                                     | Rs.10,000/-   | Rs.5,000/- |
| <b>M.Sc.</b> (Each subject)                                    | Rs.10,000/-   | Rs.5,000/- |
|  | (Over a period of 3 years plus Rs.50,000/- for the purchase of apparatus) |            |
| <b>M.Com.</b>  | Rs.10,000/-   | Rs.2,000/- |
| <b>O.T./M.I.L.</b>   | Rs.2,000/-  | Rs.500/-   |
| <b>Diploma in Office Management &amp; Secretariat Training</b> |   |            |
| (I Year)   | Rs.5,000/-  | Rs.500/-   |
| (II Year)  | Rs.5,000/-  |            |

(b) There should be no intermediary office of the Professor-in-charge of the Library. Each College should have a Library Committee

consisting of the Principal, Heads of the Departments and the Librarian, of which the Principal should be the Chairman, one of the Senior Heads of the Departments the Vice-Chairman, and Librarian the Secretary of the Library Committee.

(c) The Principal of an affiliated College may, at the time of annual stock verification, write off loss of 3 Library books (except reference books) against 1000 issued during the academic year.

(d) In the case of a College founded by individual donors, the following basic conditions for a Trust-deed shall be observed unless the management is vested in societies registered under a Government Act :-

- (i) that the Founder of the Trust is the sole absolute owner of the property endowed;
- (ii) that the Trust is created by a regularly registered deed to be approved by the Executive Council;
- (iii) that the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed;
- (iv) that the endowed property is made to vest permanently and absolutely in the Trustees collectively;

- (v) that the Board of Trustees consists of at least seven members of whom at least five are independent members who are not in any way related to or dependent upon the Founder of the Trust;
- (vi) that in case of future vacancies in the Board, nominations are made by the Board and not by the Founder and such nominations are forthwith reported to the Vice-Chancellor;
- (vii) that all buildings included in the Trust are sufficiently insured against fire;
- (viii) that copies of the proceedings of the Board and a statement of the annual income and expenditure of the Trust are supplied to the Vice-Chancellor.

5. Every Art/Science/Commerce/Education College will have the following minimum Ministerial, Technical & Supporting Staff :-

|  | <i>Upto 300</i> | <i>301 to 800</i> | <i>801 to 1200</i> | <i>1201 to 1500</i> | <i>1501 to 2000</i> | REMARKS |
|--|-----------------|-------------------|--------------------|---------------------|---------------------|---------|
|--|-----------------|-------------------|--------------------|---------------------|---------------------|---------|

**Ministerial Staff :**

|                               |   |   |   |   |   |   |
|-------------------------------|---|---|---|---|---|---|
| Head Clerk-cum-<br>Accountant | 1 | 1 | 1 | 1 | 1 | 1 |
|-------------------------------|---|---|---|---|---|---|

|  |   |   |   |   |   |   |   |  |
|--|---|---|---|---|---|---|---|--|
| *Clerks  | 2 | 3 | 3 | 4 | 4 | 5 | 6 |  |
| Steno Typist   | 1 | 1 | 1 | 1 | 2 | 1 | 1 | *One additional post of clerk will be provided for every 500 additional strength of students after 3001. |
| Scholarship Clerk  | - | - | 1 | 1 | 1 | 1 | 1 |  |
| Assistant  | - | - | 1 | 1 | 1 | 1 | 1 |  |
| Superintendent-cum-<br>Accounts Officer/<br>Superintendent | - | - | - | - | 1 | 1 | 1 |  |
| Accounts Officer   | - | - | - | - | - | 1 | 1 |  |
| Jr. Scale<br>Stenographer                                  | - | - | - | - | 1 | - | - |  |
| Sr. Scale<br>Stenographer                                  | - | - | - | - | - | 1 | 1 |  |

**Other Supporting Staff :**

|                     |   |   |   |   |   |   |   |
|---------------------|---|---|---|---|---|---|---|
| Principal's Orderly | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Peon(s)             | 1 | 2 | 3 | 4 | 4 | 5 | 5 |
| Chowkidars          | 2 | 2 | 2 | 3 | 3 | 3 | 3 |
| Safai Karmachari    | 1 | 2 | 2 | 3 | 3 | 3 | 3 |
| Mali                | 1 | 1 | 2 | 2 | 2 | 3 | 3 |



**Library Staff :**

|                         | Upto 500 | 501 to 800 | 801 to 1200 | 1201 to 2000 | 2001 and more |
|-------------------------|----------|------------|-------------|--------------|---------------|
| Librarian               | 1        | 1          | 1           | 1            | 1             |
| Asstt. Librarian        | --       | 1          | 1           | 2            | 3             |
| Restorer                | 1        | 2          | 2           | 3            | 4             |
| Peon/Library Attendants | 1        | 2          | 2           | 3            | 4             |

**Staff for Evening Shift :**

Clerks 2 Nos.

Peon 1 No.

No honorarium be paid to any other Non-teaching Staff. However, the honorarium be paid to the Assistant Librarian @ Rs.200/- p.m. and the Library Attendant or Restorer be paid Rs.100/-p.m. for doing additional duty in the Evening Shift.

**Laboratory Staff for each Science Department :**

|                           |                        |   |
|---------------------------|------------------------|---|
| (1) With one Laboratory   | Lab. Assistant         | 1 |
|                           | Lab. Attendant         | 1 |
| (2) With two Laboratories | Lab. Assistant         | 2 |
|                           | Lab. Attendant         | 2 |
|                           | Lecture Assistant-cum- | 1 |

|                                     |   |   |
|-------------------------------------|---|---|
|                                     | Store Keeper                                    |   |
| (3) With more than two Laboratories | Store Keeper                                    | 1 |
|                                     | Lab. Attendant (for each additional Laboratory) | 1 |

**Additional Staff for each Science Department :**

- (a) One Gasman for Chemistry Department only if Kerosene or other Gas Plant exists.
- (b) One mechanic for Physics Department if there is a workshop and two or more Laboratories upto B.Sc. Classes.
- (c) One Mali for Botany Department if Botanical gardens are maintained.
- (d) One Lab. Assistant and one Laboratory Attendant for Home Science Department.
- (e) One Laboratory Attendant for Music and Geography Departments each.
- (f) One Type Room Attendant where there is Diploma in O.M.S.T. and Diploma in Secretarial Practice and a type room with at least 10 typewriters.
- (g) The post of Animal Collector has been abolished because the Colleges do not have animals/animal houses attached to Zoology Department.

*Note:-* 1. The above revised norms be made effective from 1-4-1983.

2. The revised norms for Non-teaching Staff will be taken into account on the basis of the students on rolls of the class on 1<sup>st</sup> October each year.
  3. The increase in the Non-teaching Staff will be allowed on minimum increase of 10% of the students strength in a particular year. No retrenchment of the additional staff will be made upto 10% of the decrease of the upper limit of the lower slab.
6. Constitution of Governing Bodies/Boards of Governors :
- (a) Every Non-Govt. recognised College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under :-
    - (i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society/Trust which is running the College.
    - (ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.
    - (iii) One nominee of the University.
    - (iv) One nominee of the State Government.
    - (v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and one representative of the Non-teaching Staff to be elected also on the Governing Body.

- (vi) Remaining members (upto a maximum of 11) to be nominated by the President.
- (b) If the post of President of Governing Body falls vacant for any reason the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office bearers of the Governing Body falls vacant, the President, Governing body will have the power to give officiating charge of that post to any member of the Governing Body for the remaining period of the term.

Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

- (c) (i) The tenure of the Governing Body shall be three years and election shall be held after every three years. The election shall be held under the supervision of the observer to be appointed by the University.

- (ii) The voters list shall be verified by the Principal of the College being ex-officio Member Secretary of the Governing Body.
  - (iii) The Governing Body shall appoint Returning Officer for conduct of election if the elections are held during the tenure of the Governing Body.
  - (iv) The Principal of the College shall work as Returning Officer if the Governing Body does not exist due to any reason before expiry of tenure of Governing Body.
  - (v) The Principal of the College shall work as Returning Officer if the election are held after expiry of tenure of the Governing Body.
- (d) In case the election of the Governing Body is not held within the prescribed period of three years, the University shall be competent to arrange the election to constitute a new Governing Body, at the earliest possible. However, the Vice-Chancellor may appoint an Administrator for smooth & proper working of the College, during such period, if the circumstances so warrant.
- (e) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus.
- (f) The consent of the University nominee on the Governing

Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid.

(g) Notice for the meeting of the Governing Body along with Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting.

(h) Three/fifth of the members shall form the quorum.

(i) (a) Each person on the electoral roll shall have one vote.

(b) After counting, the nominees shall be listed in descending order of number of votes secured.

(c) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed.

(d) In case of ties for any material place in the order of precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.

7. The self-financing Professional Colleges including self-financing Colleges of Education will constitute their own Board of Governors, consisting of a Chairman and ten members. Out of the ten members, at least five should be outside the Society/Trust with break-up as under :-

- |   |   |
|---|---|
| (a) Educationist members                                    | 2 |
| (b) Industrailist member                                    | 1 |
| (c) Corporate member  | 1 |
| (d) Other member concerned<br>with social cause <i>etc.</i> | 1 |

All these members should be eminent/renowned in their field.

Other rules regarding the functioning of the Boards of Governors in self-financing Colleges/Institutes will be the same as are in operation in respect of Governing Bodies of Non-Govt. affiliated Colleges.

8. In every college there shall be an Advisory Council consisting of 15% or 5 staff members, whichever is higher, nominated in order of seniority and in a manner that no faculty remains unrepresented on the Council. In addition to this, one more left out senior-most teacher will be nominated on the Council on rotation basis for a term of one year.

The following shall also be the members in the meeting of the Advisory Council, as per requirement of the agenda :

- (i) Lecturer in Physical Education (ii) Teacher-in-Charge, Women Cell, (iii) Public Relations Officer, (iv) Teacher-in-Charge, N.C.C., (v) Teacher-in-Charge, Cultural Activities, (vi) Teacher-in-Charge, NSS, (vii) Teacher-in-Charge of any other activity.

## **PRESIDENT**

The Principal of the college shall be the ex-officio President of the Council and will preside over its meetings.

## **SECRETARY**

The senior most teacher on the Advisory Council shall be the member-secretary of the Council. He will call meetings of the Council in consultation with the President. He will record minutes of the meetings of the Advisory Council and keep record thereof.

## **Meetings of the Advisory Council**

Minimum 2-3 meetings of the Advisory Council shall be held in a session. These shall be called the ordinary meetings of the Council. Requisition meeting shall be called by the President if a written requisition signed by at least 3 members of the Council is presented to him, stating the agenda for the meeting.

Requisition meeting of the Council will transact only the agenda for which the meeting has been requisitioned.

2/5 of members of the Council shall constitute the quorum.

## **Notices of Meeting**

Meeting of the Advisory Council shall be called at a notice of at least 7 days. However, an emergent meeting can be called in case of emergency, even at a shorter notice, as may be decided by the President.

## **Power and Functions of Advisory Council.**



To draw perspective plan for integrated development of the college.

To prepare yearly calendar of academic sports, cultural and extension activities.

To advise about the introduction of new courses and enhancement of seats in the existing courses.

To suggest guidelines/efforts for the all round development of students.

To suggest measures for the proper utilization of grants and efficient implementation of UGC projects.

To keep in touch with the students and suggest measures to redress their grievances.

To design in-house mechanism to improve the general functioning of the college.

9. A College having students strength upto 1000 or more on its roll may appoint a teacher as Bursar for helping the Principal in proper maintenance of College Accounts. He will be paid honorarium out of Amalgamated Fund as under :-

**Students strength**

Upto 1000      Rs.300/-p.m.

More than 1000      Rs.500/-p.m.

(a) All appointments of Teachers in the Non-Govt. recognised/

affiliated Colleges, whether on permanent, probation, temporary, ad hoc or part-time basis, shall be subject to the approval of the Registrar or any other Competent Officer authorised by the Vice-Chancellor. No person shall be appointed as a Principal or as a Teacher in a recognised/affiliated College unless he possesses the qualifications as in *Appendix-IX* of this Ordinance.

- (b) Non-Govt. Colleges shall comply with the requirements laid down in the Regulations Governing the Service and Conduct of Teaching as well as Non-Teaching Staff in Non-Govt. Colleges as may be framed by the Executive Council from time to time.

**10. Additional Requirements for Co-educational Institutions :**

A College having Co-education shall be required to fulfil the following conditions also :-

- (i) In every co-educational institution, there shall be at least one duly qualified Lady teacher for every 50 Women Students, or part thereof.
- (ii) There shall be a Physical Instructress in every Co-educational Institution, where the number of Women Students on the rolls of the College is 100 or more.
- (iii) In case a Co-educational Institution is recognised in the subject of Music, the College shall have a Woman Music Teacher.
- (iv) There shall be a separate lounge for Women Students with a

Toilet room (with proper sanitary fittings).

- (v) The College shall have a suitable Playground for girls.
- (vi) There may be a part-time or whole-time Medical Officer.

#### **11. ADDITIONAL REQUIREMENTS FOR COLLEGES FOR WOMEN ONLY**

The Principal of a Women's College shall be a qualified lady.

- (i) In case of a Women's Professional College/Institute, if a qualified lady Principal is not available after two advertisements in two national newspapers, a male Principal with minimum age of 50 years may be appointed with the prior permission of the Vice-Chancellor.
- (ii) In case of a Women's Arts, Science and Commerce self financing College/Institute, if a qualified lady Principal is not available after two advertisements in two National Newspapers, a male Principal with minimum age of 50 years may be appointed with the prior permission of the Vice-Chancellor.
- (iii) Only Woman teacher shall be appointed in a women colleges, in case a qualified women teacher in a particular subject is not available after due advertisements of found suitable, a male teacher may be appointed with specific prior approval of the Vice-Chancellor.
- (iv) The conditions prescribed in (i) and (ii) above shall not apply to a Women's College whose Men Principals/ teachers have already been approved by the Panjab University before the

30<sup>th</sup> June, 1974.

Provided that on their retirement or otherwise vacating the post, the substitutes shall be appointed in accordance with the conditions mentioned above.

**12.** The College may employ part-time teachers, who shall be paid as per Govt. rules.

**13.** There shall be a Physical Instructress/Instructor in each College as per under-mentioned norms :-

- |                                |           |
|--------------------------------|-----------|
| (i) Upto 500 student           | ... One   |
| (ii) From 501 to 1000 students | ... Two   |
| (iii) Above 1000 students      | ... Three |

(The maximum number of Physical Instructress/ Instructor would be three).

Provided further that there shall be at least one Lady Lecturer in Physical Education having 100 girl students or more in Co-educational Institutions.

**14.** There may be a part-time or whole time Woman Medical Officer.

**15.** Hostels, if any, shall be under the charge of a whole time Woman Superintendent who shall work under the overall exclusive control and supervision of the Principal.

The hostel fee and funds shall be fixed in accordance with the prevailing local conditions by a Committee consisting of two members appointed by the Principal and a nominee of the Vice-Chancellor and

approved by the University from time to time.

**16.** There shall be a lounge which shall have a Toilet room etc., with proper sanitary facilities.

**17.** Additional Requirements for Evening Class for B.A./B.Com. (3-Year Course).

(1) The College shall admit following categories of students in the Evening Shift :-

(i) Women Students.

(ii) Such candidates as –

(a) are employed in Government Service or in any other service or are engaged in any Trade/Business/ Profession.

OR

(b) cannot be accommodated in the Day Shift in any of the Colleges admitted to the privileges of the University for want of accommodation.

(2) The students taking instruction in Evening Classes shall be required to fulfil all the conditions with regard to attendance, instruction, conduct, character and progress as is required from the students in the recognised Day Colleges. They shall be allowed to take the University Examinations under the same conditions as for Day students and shall become eligible for the same certificate or degree.

(3) At least half of the whole time Teaching Staff in the Evening shift shall be quite separate from the teachers working in the recognised Day College.

**18.** Teachers who are recruited from the recognised Day Colleges and asked to work in an Evening College shall not be assigned more than 30 periods per week, at the maximum, in the Morning and Evening Shifts both combined. Provided that for the extra work done in the evening, such teachers shall be paid additional 25% of the salary which they draw for their work in the Day Shift.

*(i)* The library of the Day College shall remain open in the evening for the entire working period for the benefit of the students studying in Evening Shift. In case a separate Assistant Librarian is not appointed for an Evening Shift, the Librarian of the Day College shall work in the evening and he shall be paid at the rate fixed by the Executive Council from time to time.

*(ii)* An Evening shift shall be permitted to charge fees up to 100% higher than the fees charged in the recognised Day College.

*(iii)* An Evening Shift shall charge Rs.15/- p.m. as Amalgamated Fund from its students in the Evening Shift. And it shall have to provide facilities for various indoor games, such as Badminton, Table-tennis, etc. under proper lighting conditions, Reading-room, Common room, etc. All other charges are to be realised from the students as par with the Day students.

*(iv)* The Principal of the Day College will be Principal of Evening Shift also. However, the senior most lecturer in the Evening Shift will be designated as Incharge Evening Shift. He will look after the routine matters and perform such other duties as may be delegated to him by the Principal. The Principal as well as the Incharge Evening Shift shall be paid an honorarium of Rs.100/- p.m. each for this assignment.

## **19. ADDITIONAL REQUIREMENTS FOR COLLEGES OF EDUCATION**

(1) Only independent College of Education shall be considered for grant of recognition and not Arts or Science College shall be permitted to add B.Ed. Class.

(2) The institution shall appoint adequate staff in accordance with the qualifications laid down by the Executive Council. The teacher-pupil ratio shall not be less than 1:16.

(3) Each College of Education must have a separate Principal.

(4) Each College of Education must have a first rate practising School attached to it. The School should have adequate equipment and experienced staff. The minimum number of pupils on rolls in the practising school shall be 3 times the number of students under training in B.Ed. Class.

(5) The College should make suitable arrangements both with regard to staff and equipment for the teaching of crafts.

## **20. ADDITIONAL REQUIREMENTS FOR HONOURS CLASSES**

(1) In the case of Colleges, where teaching in a particular subject is intended to be on a co-operative basis the consent of all the Colleges concerned should be available.

(2) There shall be at least two teachers in the subject for which permission for honours teaching is sought and both the teachers should participate in Honours teaching.

## **21. ADDITIONAL REQUIREMENTS FOR MASTER'S COURSES**

(1) A College recognised for a particular subject for the Master of Arts Examination may, subject to the approval of the Executive Council, of the programme of teaching either (i) provide all the necessary instruction in that Subject for its own students or (ii) take part in an inter-collegiate programme of instruction with, or without, the assistance of University teachers.

(2) Unless exempted by the Executive Council, with the consent of the Heads of other Colleges concerned, no College shall be entitled to present candidates for a course of lectures (of two periods a week) unless it provides or is prepared, if so required, to provide an approved teacher for a course of lectures (of two periods a week) and further provides for its own students tutorial supervision and instruction.

(3) Where two or more Colleges, with or without the assistance of University teachers, agree to share the teaching work in a particular subject for the Master of Arts Examination, and their programme has been approved by the Executive Council, there shall be constituted a Committee of Control for each group providing combined teaching. The Committee shall consist of the Heads of the Department of the particular subject in each participating College and University Professors or Readers taking part in the approved programme of instruction in those Colleges.

(4) The Committee of Control shall be the authority empowered to admit students to the class, to draw up the programme of teaching work



for approval by the Executive Council, and to certify the candidates for the examination.

(5) The Committee shall report to the Registrar in January of each year whether the students of each class are, in the opinion of the Committee, suitable candidates for the examination.

(6) When a College provides the whole Teaching Staff itself, the functions of the Committee of Control shall be exercised by the Principal of the College in consultation with the Head of the Department of the subject in that College.

**22. ADDITIONAL REQUIREMENTS FOR STARTING DIPLOMA IN OFFICE MANAGEMENT AND SECRETARIAT TRAINING FOR AN INTAKE OF 60 STUDENTS**

(1) The College shall be required to provide for purchase of equipment as follows :-

| <i>Details</i> | <i>1<sup>st</sup> Year</i> | <i>2<sup>nd</sup> Year</i> | <i>In each of the subsequent Years</i> |
|----------------|----------------------------|----------------------------|--|
|----------------|----------------------------|----------------------------|--|

1. Typewriting Machine :

|         |   |   |   |
|---------|---|---|---|
| Hindi   | 8 | - | - |
| English | 8 | - | - |

2. Office Equipment : Rs.5,000/- Rs.1,000/- -

Desk Calculators,  
Filing Cabinet etc.

3. Special Typewriting

Tables and Chairs :

16 Sets. Rs.2,000/- - -

*Note* :- The College shall provide adequate number of rooms with suitable furniture for holding the classes.

(2) The College shall provide adequate staff for teaching the various subjects as follows :

(a) Lecturer in Hindi ....One

(b) Lecturer in English ....One

(c) Instructor in Stenography ....One

**Qualifications for Instructor in Stenography :**

(i) A Graduate from an Indian University.

(ii) Diploma in Shorthand from a recognised Institute or having passed the subject in the Intermediate/Higher Secondary Board Examination.

OR

One Year's Trade Certificate in Stenography (English and Hindi both) from an I.T.I.

OR

Two Year's Diploma Course in Office Management and Secretariat Training of this University.

(d) Lecturer in Accountancy and Office ....One

Management.

(e) Instructor in Govt. Rules and Procedures ....One

(At least a Graduate with 5 years working experience in a State Secretariat or other experience approved as equivalent by the Dean, Faculty of Commerce and Management, Chaudhary Devi Lal University, Sirsa).

*Note:-* Each of the written Papers of Part-I and Part-II Examination of the Course shall be given six periods of 45 minutes each every week.

(f) Type-Room Attendant ....One

(3) Fees :

Tuition and other dues to be realized from the students by the College shall be as follows :

Part-I }  
Part-II } The same as for B.Com. Part-I

### **23 ADDITIONAL REQUIREMENTS FOR STARTING DIPLOMA COURSE IN SECRETARIAL PRACTICE**

(1) The College shall be required to provide for purchase of books and other equipment as follows :-

(i) Books ... Rs.3,000/-

(ii) Typewriting Machines :

English ....8

Hindi ....8

(iii) Office Equipment :

Desk Calculators, ... Rs.3,000/-  
filing Cabinet, etc.

(iv) Special Typewriting

Tables and Chairs :

16 Sets ... Rs.2,000/-

*Note:-* The College shall provide adequate number of rooms with suitable furniture for holding the classes.

(2) The College shall provide adequate staff for teaching the various subjects as follows :

(a) Lecturer in English ...One

(Qualifications as prescribed for the post of Lecturer in English in Arts and Science Colleges)

(b) Instructor in Stenography. ...One

**Qualifications for Instructor in Stenography**

(i) A Graduate from an Indian University.

(ii) Diploma in Shorthand from a recognised Institute or having passed the subject in the Intermediate/ Higher Secondary Board Examination.

OR

One Year's Trade Certificate in Stenography (English and Hindi both) from an I.T.I.

OR

One Year's Certificate/ Diploma Course in Secretarial Practice of this University.

(c) Lecturer in Accountancy and Office Management. ...One

(Qualifications as for Lecturer in Commerce for Colleges recognised for Commerce Course).

(d) Instructor in Government Rules and Procedures. ...One

(At least a Graduate with

5 years working experience in a State Secretariat or other experience approved as equivalent by the Dean, Faculty of Commerce and Management, Chaudhary Devi Lal University, Sirsa)

(e) Type-Room Attendant ...One

(3) Fees :

Tuition fee and other dues to be realised from the students by the College shall be the same as for B.A. plus type fee of Rs.5/- p.m.

*Note:-* The subject-wise teaching norms per week per teacher for the Diploma in Office Management and Secretariat Training and Diploma Course in Secretarial Practice shall be the same as for the Degree College teachers, i.e., 24 periods per week of 45 minutes each.

**APPENDIX-II**  
**FORM FOR INSPECTION REPORT FOR**  
**NEW COLLEGE/INSTITUTE**  
**(To be filled up by the Inspection Committee)**

1. Name of the proposed College/Institute :
2. Name of the Course/Faculty for which recognition is sought :
3. Session/Year from which recognition is sought :
4. DATE OF INSPECTION
5. Whether NOC has been issued by the State Govt. If yes, attach the copy of letter :
6. Whether the Approval/Permission has been granted by the Central Agency *viz.* NCTE/AICTE/DCI/MCI/CCIM/BCI *etc.* as the case may be. If yes, attach the copy of letter.
7. BASIC INFORMATION (Para 1 of Part-A) : Is information provided by the Society/Trust is correct ? Is there any discrepancy in any terms ? If yes, please give details.

**(A) Management :**

- (i) Is the Managing Body a Regd. One ?
- (ii) Attach:
  - (a) A list of the Managing Body.
  - (b) A copy of the Constitution.
  - (c) A copy of the Registration Deed.

(iii) Is the Principal an Ex-officio member/Secretary of the Managing Committee ?

(iv) Experience of Society/Trust in running educational Institution :

Please give your report on the following :

Whether the Society/Trust has a direct experience for running an educational institute.

Whether Members of Board of Governors/Directors/ Trustees have experience of running an educational institution ?

(v) If the Society is running any Educational Institution in the State. Please comment on information furnished by Society/Trust.

**8. LAND :**

(i) Whether the land is adequate as per norms ?

(ii) Ownership in the name of Society/Trust in the form of Registered/Sale Deed/Irrevocable Gift Deed (Registered)/irrevocable Government Lease (for minimum 30 years) by concerned authority of Government. Are all papers in order ?

(iii) Whether land is free from all encumbrances ? If no, please specify details.

(iv) Whether land use certificate has been obtained from the competent authority designated by the State Govt. for educational Institution ?



- (v) Whether the land is properly approachable ? If no, give details.
- (vi) Whether the land is in one piece or there are more than one parts ? Whether is it as per norms ?
- (vii) Whether the land is suitable for setting up an educational institution ? If no, give reasons.
- (viii) Whether the Society/Trust has passed a resolution for earmarking the above land for exclusive use of the proposed institution ?

**9. BUILDING :**

- (i) Whether site plan of the proposed institution has been prepared by a registered architect and duly certified by a qualified Engineer and duly approved by the competent authority.
- (ii) Does the management possess college building of their own ?
- (iii) Is the building suitable ?
- (iv) Is the building acquired on long lease ? If yes, a copy of the lease deed be attached ?
- (v) Are the lecture-rooms commodious and well-ventilated ?  
Are the sanitary conditions satisfactory ?
- (vi) Is there a hall or big room for holding meetings of the whole College ?
- (vii) What is the maximum number of classes being field at the

same time ? What is the maximum strength of a Section ?

- (viii) Are the surroundings satisfactory ?
- (ix) Is the Principal provided with residential ?
- (x) Are the buildings fitted with electric light ?
- (xi) Whether master plan of the proposed institution has been prepared by a registered Architect and approved by the Competent Authority ?
- (xii) Whether the building plan/construction plan has been approved by the Competent Authority ?
- (xiii) Whether building area has been constructed as per the norms ? Whether it is adequate to take care of First Years Classes as per the norms ?
- (xiv) Whether the construction of instructional area/ administrative area is likely to be completed ? If no, give details.
- (xv) Whether the circulation area under construction/constructed including toilets, corridors *etc.* are adequate ?

**10. Hostel :**

- (i) What provision has been made for the residence of students ?
- (ii) What is the maximum number of Boarders who can be lodged in the hostel ?

- (iii) What is the number of Day Scholars ?
- (iv) Is there a properly fitted common-room with indoor games and with journals and periodicals subscribed ?
- (v) What is the arrangement for medical aid ?
- (vi) Are sanitary conditions satisfactory ?
- (vii) Qualifications of the superintendent or the warden Does he/she reside near the Hostel ?

**11. Playgrounds :**

- (i) For what games has the College made provision ?
- (ii) Does it possess playgrounds for the purpose ?
- (iii) Are the playgrounds near the College and the Hostel ?
- (iv) Name and qualifications of the Lecturer in Physical Education.
- (v) What is the arrangement for the Physico-medical Examination of the students ?
- (vi) Have they put up a gymnasium and made provision for athletics ?

**12. Library :**

- (i) What amount do they propose to invest for the purchase of library books including books of reference ?
- (ii) What journals and papers do they propose to subscribe ?

- (iii) Name and qualification of the Librarian.
- (iv) How many students can study in the reading room ? Is it properly furnished ?

**13. Furniture and Equipment :**

- (i) What amount do they propose to spend on the furniture of the College in the first year ?
- (ii) Is there a properly equipped staff-room ?

**14. Laboratories :**

- (i) What accommodation is there in the laboratories for each Science subject applied for ?
- (ii) Are laboratories properly equipped ?
- (iii) What money has been provided for apparatus for the different Science subjects ?
- (iv) Have any orders been placed ?

**15. Staff :**

- (a)
  1. Faculty required as per norms.
  2. Faculty in position.
  3. Nature of appointment.
  4. Qualifications of teaching staff with grade.
  5. Mode of selection stating whether selected through properly constituted committee.
- (b) (i) Please attach :

(a) A list of the staff, if appointed.

(b) A list of the staff they propose to appoint.

(ii) Is the staff qualified and adequate ?

16. Indicate details of AV equipment and IT equipment such as computers, printers, access to internet etc. alongwith the extents of their utilization.

17. Number of books/documents/periodicals (both general and specific) that have been added to the library during the outgoing academic session.

18. Please indicates details of equipment and facilities available for games and sports and recreational activities.

19. Financial category of the institution; (mark the relevant box).

Self-financed

Aided

Government owned

20. The Inspection Team before recommending approval should, inter-alia, make a specific recommendations as to why such a College is required at the same place/area where the College is proposed to be started keeping in view the total number of existing Colleges in the place/area in particular and the State in general.

21. The Inspection Team will also keep in view the approximate population of the area where the College is proposed to be started, number of Colleges alongwith the total number of student therein, number of degree Colleges as well as Junior Colleges in the area in particular and the State in general.

22. The Inspection Committee shall verify that the recognition/affiliation of the proposed College/Institute, having regard to the educational facilities provided by other Colleges/Institutes in the same neighbourhood will not be injurious to the interest of education.
23. Whether the Society/Trust fulfils all the requirements/conditions contained in the Ordinance of this University.
24. Whether the Society Trust fulfils all the requirements/conditions laid down by the NCTE/AICTE/DCI/MCI/CCIM/BCI *etc.* as the case may be (**mention Yes or No**).
25. REPORT OF THE COMMITTEE ON ANY POINT NOT COVERED IN THIS PROFORMA OR OTHERWISE WHICH IS IMPORTANT IN TAKING A DECISION
26. Whether the Management fulfilled 100%, 80%, 60%, 40%, 20% requirements/conditions as per norms for the purpose of starting new College/Institute w.e.f. the session 2006-07.
27. Observations/Specific Recommendations/Summary of Recommendations of the Inspection Committee for the purpose of granting Provisional Affiliation alongwith % of conditions/ requirements fulfilled by the Society/Trust of the newly proposed College/Institute.
28. If recommended, please give the following information also :

| <i>Name of the</i> | <i>Intake Applied</i> | <i>Intake Recommended</i> | <i>w.e.f. the Session</i> | <i>Remarks</i> |
|--------------------|-----------------------|---------------------------|---------------------------|----------------|
|--------------------|-----------------------|---------------------------|---------------------------|----------------|

---

*Course for*

---

Total :

SIGNATURE OF THE MEMBERS OF THE INSPECTION

Signature:..... Signature : ..... Signature : .....

.....  
Name in capital letters Name in capital letters Name in capital letters

Designation : ..... Designation : ..... Designation : .....

Address : ..... Address : ..... Address : .....

.....  
.....

### APPENDIX-III

#### PROFORMA FOR PERIODICAL INSPECTION OF AFFILIATED COLLEGES

1. (i) Name of the College :

(ii) When was it started :

(iii) Telephone No .....

(iv) Date of Inspection .....

2. Name of the Registered Society/Trust running it :

In case of non-Govt. Colleges, a complete list of the Office Bearers and other members of the Governing Body of the College may please be attached.

3. Subjects taught Upto :

(a) Graduate level :

(b) Post-Graduate level, if  
any :

4. Enrolment :

College enrolment during the current and last year :

| <i>Class</i>  | <i>Group</i> | <i>As on 31<sup>st</sup> August<br/>(Current Session)</i> | <i>Enrolment as on<br/>31<sup>st</sup> August, last<br/>Session</i> |
|---------------|--------------|---|---|
| B.Com. Part-I |              | <i>Boys Girls Total</i>                                   | No. and<br>strength of<br>sections/groups                           |
| B.A. Part-I   |              |   | (Please attach<br>separate sheet                                    |
| B.Sc. Part-I  | (i) Medical  |   |   |



---

|                                   |                               |
|-----------------------------------|-------------------------------|
| <i>(ii)</i> Non-Medical           | giving subject-wise details). |
| B.Com. Part-II                    |                               |
| B.A. Part-II                      |                               |
| B.Sc. Part-II                     | <i>(i)</i> Medical            |
|                                   | <i>(ii)</i> Non-Medical       |
| B.Com.Part-III                    |                               |
| B.A. Part-III                     |                               |
| B.Sc. Part-III                    | <i>(i)</i> Medical            |
|                                   | <i>(ii)</i> Non-Medical       |
| M.A./M.Sc.                        |                               |
| Part-I                            |                               |
| (Subject-wise)                    |                               |
| M.A./M.Sc.                        |                               |
| Part-II                           |                               |
| (Subject-wise)                    |                               |
| Other University Courses, if any. |                               |

---

Total :-

---

**5. Staff :**

Teaching Staff including Principal, Librarians and Lecturer in Physical Education.

*Note* :- Please attach a list, giving the following information in a tabular form. Names should be listed subject-wise and posts lying vacant should also be shown.



Notes :

- (a) Are ACRs of the teachers being recorded annually or not ?
  - (b) Has adequate teaching staff been provided in accordance with the norms laid down by the University ? Shortages, if any, may please be clearly indicated subject-wise.
  - (c) Have the staff salaries been paid up-to-date ? if not, for how long these have been in arrears ?
  - (d) Has the College instituted the Provident Fund Scheme ? If so, give date of institution and present rate.
  - (e) Rate at which D.A. is being paid ?
6. (a) Non-teaching Staff out of Government/Management Funds (including Hostel Superintendent/Wardens and Class-IV employees).

*(Please attach a list, category-wise and indicate vacancies, if any)*

---

| Sr. No. | Name | Date of Birth | Designation | Qualifications | Date of Appointment | Grade | Basic Pay as on 1 <sup>st</sup> April | D.A | Whether Regular or on Temporary basis | Remarks |
|---------|------|---------------|-------------|----------------|---------------------|-------|---------------------------------------|-----|---------------------------------------|---------|
| 1       | 2    | 3             | 4           | 5              | 6                   | 7     | 8                                     | 9   | 10                                    | 11      |

---

- (b) Has the staff been appointed according to the norms and grades laid down by the University ? Shortages, if any, may

please be clearly indicated category-wise.

7. Class IV officials appointed out of Govt./Management Accounts/ Amalgamated Fund/Science Fund or any other Students Funds. *(Please attach a list category-wise and indicate vacancies, if any)*

| <i>Sr. No.</i> | <i>Fund</i> | <i>Post No. &amp; Date of sanction order</i> | <i>Expenditure incurred on pay etc. during last year</i> |
|----------------|-------------|--|--|
| <i>1</i>       | <i>2</i>    | <i>3</i>                                     | <i>4</i>   |

8. University Examination Results :

*(Please give results of the last two years)*

| <i>Class</i> | <u>Number of Students</u> |                 |               | <u>Pass Percentage</u> |                   | <i>Difference Plus/ Minus</i> | <i>Remarks (No. Absent/ Cancelled)</i> |
|--------------|---------------------------|-----------------|---------------|------------------------|-------------------|-------------------------------|--|
|              | <i>Seat</i>               | <i>Appeared</i> | <i>Passed</i> | <i>College</i>         | <i>University</i> |                               |  |
| <i>1.</i>    | <i>2</i>                  | <i>3</i>        | <i>4</i>      | <i>5</i>               | <i>6</i>          | <i>7</i>                      | <i>8</i>                               |

*Note :- For calculating pass percentage compartment cases should be deemed as failures.*

9. Finances :

*(Figure should be for the last financial year ending March 31) :-*

A. Income :

*(i) Income from Fees and Fines .....*

*(ii) Maintenance Grant received*

from Govt. ....  
 (iii) Grant towards Revision of  
 Pay scales .....  
 (iv) Any other Grant received .....  
 (v) Management's Contribution  
 to cover the deficit  
*(Indicate interest on  
 Endowment Fund separately)*  
 Total : .....

B. Expenditure :

(i) Expenditure on salaries  
*(including contribution  
 to Provident Fund)* .....  
 (ii) Contingent Expenditure  
 incurred by the  
 Management .....  
 Total : .....

C. Source-wise Capital Expenditure incurred on :

(i) Buildings .....  
 (ii) Furniture .....  
 (iii) Equipment for Science,  
 Music, Geography, *etc.* .....  
 (iv) Library books .....  
 Total : .....

D. Development Grants received from :

- (i) Government .....
- (ii) U.G.C. ....

E. Students Funds :

*(Including Science, Physics and Geography Funds)*

| <i>Sr No.</i> | <i>Name of the Fund</i> | <i>Opening Balance on 1<sup>st</sup> May</i> | <i>Income during last Year</i> | <i>Expenditure during last Year</i> | <i>Closing Balance on 30<sup>th</sup> April</i> |
|---------------|-------------------------|--|--------------------------------|-------------------------------------|---|
| <i>1</i>      | <i>2</i>                | <i>3</i>                                     | <i>4</i>                       | <i>5</i>                            | <i>6</i>  |

*Note* : Are the Students Funds operated exclusively by the Principal ?

F. (a) Expenditure incurred out of Amalgamated Fund during last year on :

| <i>Library</i> | <i>Sports</i> | <i>Other Students activities</i> |
|----------------|---------------|----------------------------------|
| <i>Rs.</i>     | <i>Rs.</i>    | <i>Rs.</i>                       |

(i) Purchase of books and periodicals and

|       |   |       |       |       |
|-------|---|-------|-------|-------|
|       | sports materials etc.   | ..... | ..... | ..... |
| (ii)  | Refreshments  | ..... | ..... | ..... |
| (iii) | Pay of Establish-<br>ment, if any   |       |       |       |
|       | <i>(Indicate the No.<br/>and nature of posts)</i>   | ..... | ..... | ..... |
| (iv)  | Travelling<br>Allowances  | ..... | ..... | ..... |
| (v)   | Other Miscellaneous<br>Expenditure on<br>furniture and<br>furnishings   | ..... | ..... | ..... |
| (b)   | Particulars of any<br>Expenditure incurred on<br>unscheduled items out of<br>Amalgamated Fund with<br>the permission of<br>competent authority. | ..... | ..... | ..... |
|       | Total Expenditure :   | ..... | ..... | ..... |
|       | Balance :   | ..... | ..... | ..... |

G. Endowment Fund :

- (i) Does the College possess  
the required amount of

Endowment Fund ?

- (ii) Amount invested in Debentures or in National Savings Certificates or in fixed Deposits in Banks, etc., with their number, etc. (the name of the Company/ Bank be also given).
- (iii) Is the Endowment Fund in the exclusive name of the Registrar, Chaudhary Devi Lal University, Sirsa ?
- (iv) Whether the annual income derived from the immovable property has been actually credited to the College accounts ?

*Note* :— Members of the Inspection Committee are requested to verify all these things personally.

**10. Buildings :**

- (a) College Buildings :  
*(Please attach a plan of the College Buildings)*



(i) Number of Class-Rooms .....

(ii) Number of laboratories .....

(iii) Please indicate what other buildings, such as library, Staff Room, College Hall and accommodation for Administrative staff are available. ....

(iv) Does the Principal reside near the College ? .....

(b) Hostel Buildings :

*(Please attach a plan of the Hostel Buildings)*

(i) No. of Residents .....

(ii) Room Rent per month .....

(iii) Other Hostel charges, per month *(Please attach a list)* .....

(iv) Mess Arrangements :

*(Whether contractor Employed or*

*Co-operative mess of  
students)* .....

- (c) Staff Quarters :
  - (i) Number of staff quarters constructed .....
  - (ii) Please indicate number of quarters allotted to the Staff members .....

**11. Equipment :**

- (i) Does the College possess adequate and suitable furniture ? .....
- (ii) Are the College Laboratories in Science subjects properly equipped and fitted with gas and water supply ? Deficiency if any, may be stated. ....
- (iii) Has the College a Gas plant ? If so, does it meet the requirements of practicals in Science subjects ? .....
- (iv) Is there ample provision for water supply ? .....
- (v) Does the College possess its own Distilling plant for B.Sc. Classes ? .....
- (vi) Is the College implementing the

rules concerning the Science Practicals ?

*(Statement of yearly expenditure for last three years on equipment and articles for various Science subjects be attached).*

.....

**12. Playgrounds :**

(i) Particulars of Playgrounds available.

.....

(ii) Name of the games for which facilities have been provided

.....

**13. Particulars of employees (Teaching & Non-Teaching) whose services were terminated during the last two years :-**

| Year | Sr. No. | Name | Designation | Date of     |             | Reasons |
|------|---------|------|-------------|-------------|-------------|---------|
|      |         |      |             | Appointment | Termination |         |
| 1    | 2       | 3    | 4           | 5           | 6           | 7       |
|      |         |      |             |             |             |         |

---

**14. Library :**

(a) Total No. of books as .....  
on 1<sup>st</sup> May .....

(b) No. of books

|  |                     |                    |
|--|---------------------|--------------------|
| purchased/procured<br>during the last year | <i>No. of books</i> | <i>Expenditure</i> |
| (i) Out of Government/<br>Management Fund  | .....               | .....              |
| (ii) Out of Amalgamated<br>Funds           | .....               | .....              |
| (iii) Any other source :                   | .....               | .....              |
| Total :                                    | .....               | .....              |

(c) Expenditure on News-  
papers, Magazines and  
periodicals during  
the year preceding  
inspection.....  
*(Please attach a list)*

(d) Expenditure on :

|                          |       |       |
|--------------------------|-------|-------|
| (i) Furniture            | ..... | ..... |
| (ii) Furnishing          | ..... | ..... |
| (iii) Library Stationery | ..... | ..... |

(e) Average number of  
books issued daily. ....

**15. Extra Curricular Activities :**

(a) Particulars of Inter-College Contests (Sports, Debates, Declamations, Music, Dramatics, Poetic Symposia etc.) held in the College during the last year. ....

(b) Particulars of Inter-College Contests, held elsewhere in which the College students participated during the last year. ....

(c) Distinctions won by College students in various contests. ....

(d) Any other activities arranged or participated in by the College. ....

(e) Particulars of Sports Clubs which are effectively functioning. ....

(f) Particulars of N.C.C.,

N.S.S. Units functioning .....  
in the College. ....

**16. Number of Scholarships Awarded :**

| <i>Class</i> | <i>Merit</i><br><i>National University</i> | <i>State Merit</i> | <i>Scholarship</i><br><i>case</i> | <i>Backward</i><br><i>Loan/any</i><br><i>other loan</i> |
|--------------|--|--------------------|-----------------------------------|---|
| <i>1</i>     | <i>2</i>                                   | <i>3</i>           | <i>4</i>                          | <i>5</i>  |
| ...          | .....                                      | .....              |                                   |   |
| ...          | .....                                      | .....              |                                   |   |
| ...          | .....                                      | .....              |                                   |   |
| ...          | .....                                      | .....              |                                   |   |
| ...          | .....                                      | .....              |                                   |   |

**17. Future development plans of**  
the College. ....

*(Please attach a copy of the*  
*plan)* .....

18. Observations and recommendations of the Inspection Committee .....  
 Please indicate clearly .....  
 deficiencies, if any, and .....  
 give your specific and .....  
 detailed suggestions for .....  
 desired improvement in : .....
- (i) Academic (Curricular/ Co-Curricular) ; .....
  - (ii) Administrative; and .....
  - (iii) Financial Functioning .....  
 of the College.

With regard to the deficiencies, the Committee should specify reasonable time limits within which these deficiencies should be removed.

Date ..... 1. ....

Place ..... 2. ....  
3. ....

Signatures of the members  
of the Inspection Committee.



## APPENDIX-IV

### FORM FOR INSPECTION REPORT OF THE COLLEGE FOR RECOGNITION OF ADDITIONAL SUBJECT/COURSE AT UNDERGRADUATE LEVEL/DIPLOMA COURSE

1. Name of the College.
2. Date of Inspection.
3. Names of the members of the Inspection Committee
  1. ....
  2. ....
  3. ....
4. Endowment Fund :  
  
Does the College possess the required amount of Endowment Fund ?
5. Management :  
  
Is the College Management registered ?  
  
*(Latest copy of its constitution be collected and enclosed).*
6. Subjects/Courses for which College is already recognised.
7. Subjects/Courses for which recognition is now sought (Fresh/Extension).
8. Has the College obtained sanction of the State Govt. to start the above subject(s)/Course(s) ? If so, attach a copy of the sanction letter.
9. (a) Are the required number of Class-rooms/Lecture theatres

for the subject(s)/Course(s) available ?

- (b) Are the Laboratories required for the subject/Course available ?
- (c) Are the lecture theatres commodious and well ventilated ?
- (d) Are the College Laboratories properly equipped ?
- (e) Has the College a Gas Plant ? if so, does it meet the requirement of Practicals in Science subjects.
- (f) Is there ample provision for water supply ?
- (g) Are the buildings fitted with electric lights ?
- (h) Does the College possess its own distilling plants for B.Sc. Classes ?
- (i) Does the College possess adequate and suitable furniture ?
- (j) Dimensions of the existing lecture theatres and laboratories; and additional laboratories required according to the norms laid down by the Executive Council for the subject(s) for which recognition is asked (*See Appendix-V*).

(Plans of the buildings of laboratories and lecture theatres be collected and enclosed).

**10. Equipment (whether applicable) :**

- (i) Has the College purchased apparatus, Chemicals, etc., according to the requirement ?
- (ii) How much money has been spent on the purchase of apparatus ?

(iii) How much additional amount is the College required to spend on the purchase of equipment, etc.?

**11.** Library books concerning the subject(s) for which recognition is sought.

(i) Has the College purchased Library books according to the standard lists ?

(ii) Number of books at present in the Library of the College.

(iii) How much amount has been spent on the purchase of books ?

(iv) How much additional amount is the College required to spend on the purchase of more Library books for the subject(s)/ Course(s) for which recognition is sought ?

**12.** Staff requirement :

(i) Teaching

(ii) Non-Teaching

**13.** Does the Committee recommended recognition for the additional subject(s)/Course(s) ? If so, what is the maximum number of the students for which recognition be granted ?

**14.** Session from which affiliation is recommended.

**15.** Summary of Recommendations.

Date : .....

Signatures of the members of  
the Committee.

1.

2.

3.

**APPENDIX-V**

FORM FOR INSPECTION REPORT OF THE COLLEGE  
FOR RECOGNITION OF ADDITIONAL COURSE AT  
POST-GRADUATE LEVEL

1. Name of the College.
2. Date of Inspection.
3. Names of the members of the Inspection Committee
  1. ....
  2. ....
  3. ....
4. Endowment Fund :

Does the College possess the required amount of Endowment Fund ?
5. Is the College permanently affiliated up to Graduation level ?
6. Subject(s)/Course(s) for which the College is already recognised :
  - (i) At Under-graduate level
  - (ii) At Post-graduate level
  - (iii) Subject(s)/Course(s) for which recognition is now sought.
7. (a) General pass percentage of the College of University Results for Under-graduate examinations for the last five years.
  - (b) Pass percentage in the subject(s) at Under-graduate level during the last five years, for which affiliation has now been sought at Post-graduate level.
  - (c) Has the College obtained sanction of the State Govt. for introduction of the Subject(s)/Course(s) mentioned against Col. No.6 (iii) above ? If so, attach a copy thereof.

8. (a) Are the required number of class-rooms/lecture theatres for the Subject(s)/Course(s) available ?
- (b) Are the Laboratories required for the subject/Course available ?
9. (i) Are the lecture theatres commodious and well-ventilated ?
- (ii) Are the College Laboratories properly equipped ?
- (iii) Has the College a Gas Plant ? If so, does it meet the requirement of practical in Science subjects ?
- (iv) Is there ample provision for water supply ?
- (v) Are the buildings fitted with electric lights ?
- (vi) Does the College possess its own Distilling Plants for M.Sc classes ?
- (vii) Does the College possess adequate and suitable furniture ?
- (viii) Dimensions of the existing lecture theatres and laboratories; and additional laboratories for the course for which recognition is asked. (Plans of the buildings of laboratories and lecture theatres be collected and enclosed).
10. Equipment (wherever applicable) :
- (i) Has the College purchased apparatus and Chemicals, etc., according to the requirement ?
- (ii) How much money has been spent on the purchase of apparatus ?
- (iii) How much additional amount is the College required to spend on the purchase of equipment etc. ?
11. Library books concerning the Subject(s)/Courses(s) for which recognition is sought.

- (i) Has the College purchased Library books according to the standard lists ?
- (ii) Number of books at present in the Library of the College.
- (iii) How much amount has been spent on the purchase of books ?
- (iv) How much additional amount is the College required to spend on the purchase of more Library books for the subject(s)/Course(s) for which recognition is sought ?
- (v) Names of the Standard Journals to be subscribed by the College for the subject/course of affiliation (list to be attached).

**12. Staff requirement :**

- (i) Teaching
- (ii) Non-Teaching

**13. Does the Committee recommend recognition for the additional subject(s)/Course(s) ? if so, what is the maximum number of the students for which recognition be granted ?**

**14. Session from which affiliation is recommended.**

**15. Summary of Recommendations.**

Date .....

Signatures of the members of the Committee

- 1.
- 2.
- 3.

## APPENDIX-VI

### NORMS REGARDING SPACE FOR STUDENTS, LABORATORIES, LIBRARY AND EXPENDITURE TO BE INCURRED ON THE LIBRARY BOOKS ETC., FOR THE THREE-YEAR DEGREE COURSES IN RECOGNISED COLLEGES

I. Class-room accommodation 10 sq. ft. per student

II. Laboratory accommodation :

(i) Chemistry laboratory 40 sq. ft. per student

(ii) Physics laboratory -do-

(iii) Botany laboratory -do-

(iv) Zoology laboratory -do-

The above space is to be exclusive of essential subsidiary room as noted below :-

Physics A Dark Room and a Workshop.

Chemistry A Balance Room and a Preparation Room.

Botany A Preparation Room.

Zoology A Preparation Room.

III. Library, Arts and Science Rs.15,000/- for library books in subjects the first year and Rs.2,000/-in

|  |  |
|--|--|
|  | each subsequent year.  |
| Only Arts subjects                           | Rs.10,000/- for library books in the first year and Rs.2,000/- in each subsequent year.  |
| Books and Periodicals <i>etc.</i>            | Re.1/- p.m. to be spent per student.   |
| For furniture and subordinate library staff. | Re.0.50 to be spent per student.   |
| Library space                                | The minimum requirement will be :-<br><br>One Reading Room, 50'x30', properly equipped.<br><br>One Periodical Room, 30'x20'.<br><br>One Study Room for Staff 15'x20' properly furnished. |



**APPENDIX-VII**

**STATEMENT OF ENDOWMENT FUND**

(To be enclosed with the Inspection Report)

---

| <i>Sr. No.</i>       | <i>Number of receipts, or Cash Certificates/ Debentures</i> | <i>Amount</i> | <i>Date of renewal</i> | <i>Persons in whose names the investment is made</i> | <i>Bank/ Company</i> |
|----------------------|---|---------------|------------------------|--|----------------------|
| <i>(i)</i>           |   |               |                        |  |                      |
| <i>(ii)</i>          |   |               |                        |  |                      |
| <i>(iii)</i>         |   |               |                        |  |                      |
| <i>(iv)</i>          |   |               |                        |  |                      |
| <i>(v)</i>           |   |               |                        |  |                      |
| <i>(vi)</i>          |   |               |                        |  |                      |
| <i>(vii)</i>         |   |               |                        |  |                      |
| <i>(viii)</i>        |   |               |                        |  |                      |
| <i>(ix)</i>          |   |               |                        |  |                      |
| <i>(x)</i>           |   |               |                        |  |                      |
| <hr/> <i>Total :</i> |   |               |                        |  |                      |

---

**APPENDIX-VIII**

**A. TEACHING DAYS**

1. The Universities/Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 days week.

The above is summarized as follows:

|   | <b>Number of weeks : 6</b> |                     |
|---|----------------------------|---------------------|
|   | <b>Days a week pattern</b> |                     |
| <b>Categorization</b>   | <b>University</b>          | <b>College</b>      |
| <b>Teaching and Learning Process</b>                                      | 30 (180 days) weeks        | 30 (180 days) weeks |
| <b>Admission/Examinations preparation for Examination</b>                 | 12                         | 10                  |
| <b>Vacation</b>   | 8                          | 10                  |
| <b>Public Holidays (to increase and adjust teaching days accordingly)</b> | 2                          | 2                   |
| <b>Total</b>  | <b>52</b>                  | <b>52</b>           |

- 2 In lieu of curtailment of vacation by 2 weeks, the university and college

teachers will be credited with 1/3<sup>rd</sup> of the period of earned leave.

## **B. WORKLOAD**

- 1 The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. The teachers shall stay for a minimum of 5.30 hours in college/department. However, in the academic interest of the institutions and students, the Principal or the Head of the Institutions/University may retain the teachers beyond the minimum stay hours and it shall be obligatory on the part of the teacher to comply with any such orders. Direct teaching-learning process hours should be as per the existing practice and as prescribed by the state government from time to time.
2. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher in university.

## **APPENDIX –IX**

STATEMENT SHOWING THE NUMBER OF PERIODS PER WEEK  
SUGGESTED FOR EACH SUBJECT OF THE B.Com., B.A./B.Sc.,  
B.Sc.(HOME SCIENCE) AND M.A./M.Sc. COURSES

---

| <i>Group</i> | <i>Subject</i> | <i>Teaching<br/>Periods<br/>Theory</i> | <i>Composition<br/>Grammar<br/>Practical</i> | <i>Total</i> |
|--------------|----------------|--|--|--------------|
|--------------|----------------|--|--|--------------|

---

|  |                                   | <i>per week</i>    | <i>per week</i>         |              |  |
|--|-----------------------------------|--------------------|-------------------------|--------------|--|
| <i>1</i>                                 | <i>2</i>                          | <i>3</i>           | <i>4</i>                | <i>5</i>     |  |
| <b>B.Com./B.A. (General and Honours)</b> |                                   |                    |                         |              |  |
| 1. B.Com.                                | B.Com. Parts I,II & III           |                    |                         |              |  |
|  |                                   | <i>Lecture</i>     | <i>Tutorial</i>         | <i>Total</i> |  |
|  | 5 periods per paper week lectures | 25(5x5)            | +5<br>(B.Com. Part-I)   | 30 Pds.      |  |
|  | 1 period per paper week Tutorial  | 25(5x5)            | +5<br>(B.Com. Part-II)  | 30 Pds.      |  |
| Total                                    | 6                                 | 30(5x6)            | +6<br>(B.Com. Part-III) | 36 Pds.      |  |
|  | Hindi (Compulsory)                | 3 periods per week |                         |              |  |
| B.Com.                                   | Part-I (Typewriting)              | 2                  | 4                       | 6            |  |
| 1  | 2                                 | 3                  | 4                       | 5            |  |

---

|         |   |                    |   |         |
|---------|---|--------------------|---|---------|
| 2. B.A. | (1) English<br>(General)                                  |                    |   |         |
|         | Part-I  | 8                  | 2                                       | 10      |
|         | Part-II   | 10                 | (including<br>composition)              | 10      |
|         | Part-III  | 10                 | -do-                                    | 10      |
|         | English<br>(Hons.)  | 6 extra<br>periods | -                                       | 6       |
|         | (2) Hindi/<br>Panjabi/<br>Sanskrit<br>(Comopulsory)       | 3                  | -                                       | 3       |
|         | (3) History   | 6+2                | -                                       | 6+2     |
|         |   |                    | (Where map work exists)                 |         |
|         | (4) A Classical<br>Language<br>Sanskrit<br>OR French      | 6<br>10            | 2<br>(including<br>composition<br>etc.) | 8<br>10 |
|         | (5) A Modern<br>Indian<br>Language<br>(Hindi,<br>Panjabi, |                    |   |         |

| 1 | 2                                 | 3  | 4                       | 5  |
|---|-----------------------------------|----|-------------------------|----|
|   | Urdu)                             |    |                         |    |
|   | I Year                            | 6  | (plus 2<br>composition) | 8  |
|   | II Year                           | 6  | -do-                    | 8  |
|   | III Year                          | 6  | -do-                    | 8  |
|   | Honours<br>Course                 |    |                         |    |
|   | II Year                           | 6  | -                       | 6  |
|   | III Year                          | 6  | -                       | 6  |
|   | (6) Political<br>Science          | 6  | -                       | 6  |
|   | (7) Economics                     |    |                         |    |
|   | (8) Philosophy                    |    |                         |    |
|   | (9) Sociology                     |    |                         |    |
|   | (10) Music                        | 2  | 6                       | 8  |
|   | (11) Art OR<br>History of<br>Arts | 2  | 6                       | 8  |
|   | (12) Mathematics                  |    |                         |    |
|   | Part-I                            | 12 | -                       | 12 |
|   | Part-II                           | 15 | -                       | 15 |

|          |    |   |    |
|----------|----|---|----|
| Part-III | 15 | - | 15 |
|----------|----|---|----|

(This includes two periods per week for practicals of the Paper BM 303 'Programming in 'C' and Numerical Analysis (theory & practical.)

*Note* : There is no paper in B.A./B.Sc. Part-I & Part-II which involves practicals.

|  |   |   |    |
|--|---|---|----|
| Mathematics<br>(Hons.)   | 6 | -   | 6  |
| (13) Ancient<br>Indian<br>History,<br>Culture &<br>Archaeology | 6 | -   | 6  |
| (14) Public<br>Administration                                  | 6 | -   | 6  |
| (15) Geography   | 6 | 2 (of two<br>hours or<br>3 periods<br>each) | 12 |

---

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

---

(16) Home Science  
Part-I

---

|                                    |                   |  |    |
|------------------------------------|-------------------|--|----|
|                                    | 6(3+3)            | 6  | 12 |
| Part-II                            | 8(4+4)            | 2 (of two hours or 3 periods each)                   | 14 |
| Part-III                           | 8(4+4)            | -do-   | 14 |
| (17) Psychology                    | 6                 | 6  | 12 |
| (18) Education                     | 6                 | -  | 6  |
| (19) Linguistics                   | 6                 | -  | 6  |
| (20) Clay Modelling                | 4                 | 2 (of two hours or 3 periods each)                   | 10 |
| (21) Classical Indian Dance        | 2                 | 6  | 8  |
| (22) Military Science              | 6                 | 2 (of three periods each) OR 3 (of two periods each) | 12 |
| (23) Health and Physical Education | 3 period per week | 3 period per week                                    | 6  |



(Part-I,II &  
III)

3. B.Sc. (General)

|                       |   |   |   |
|-----------------------|---|---|---|
| English<br>(Optional) | 4 | - | 4 |
| Hindi<br>(Compulsory) | 3 | - | 3 |

| 1 | 2                  | 3  | 4                                  | 5  |
|---|--------------------|----|------------------------------------|----|
|   | (24) Botany        |    |                                    |    |
|   | (25) Zoology       |    |                                    |    |
|   | (26) Chemistry     | 6  | 2 (of two hours or 3 periods each) | 12 |
|   | (27) Geology       |    |                                    |    |
|   | (28) Geography     |    |                                    |    |
|   | (29) Physics       |    |                                    |    |
|   | (30) Physiology    |    |                                    |    |
|   | (31) Human Anatomy |    |                                    |    |
|   | (32) Biochemistry  |    |                                    |    |
|   | (33) Microbiology  |    |                                    |    |
|   | (34) Anthropology  |    |                                    |    |
|   | (35) Mathematics   |    |                                    |    |
|   | Part-I             | 12 | -                                  | 12 |
|   | Part-II            | 15 | -                                  | 15 |
|   | Part-III           | 15 | -                                  | 15 |

(This includes two periods per week for practicals of the Paper BM 303 'Programming in 'C' and Numerical Analysis (theory & practical.)

*Note :* There is no paper in B.A./B.Sc. Part-I & Part-II which involves practicals.

(36) Home Science :

|          |        |                                    |    |
|----------|--------|------------------------------------|----|
| Part-I   | 6(3+3) | 6                                  | 12 |
| Part-II  | 8(4+4) | 2 (of two hours or 3 periods each) | 14 |
| Part-III | 8(4+4) | 2 -do-                             | 14 |



4. B.Sc. (Home Science)

| <i>Sr. No.</i> | <i>Subjects</i>                             | <i>I Year</i>       | <i>II Year</i>                                | <i>III Year</i>  |
|----------------|---|---------------------|---|--|
| (1)            | Foods, Nutrition & Bio-Chemistry            | 3 Pr. (for foods)   | 2 Th.<br>3 Pr. (foods)<br>3 Pr. Bio-Chemistry | FN : Bio-Chemistry<br>4 Th.<br>(2+2)<br>6 Pr. (4+2)          |
| (2)            | (a) Home Management & Art in Every Day Life | -<br>1 Th.<br>2 Pr. | -<br>1 Th.<br>2 Pr.                           | 3 Th.<br>2 Pr.<br>2  |
|                | (b) H.M. Residence                          | -                   | (Six (6) weeks)                               |  |
| (3)            | Clothing & Textiles                         |                     | 2 Th.<br>2 Pr.                                | 2 Th.<br>8 Pr.<br>(for Laundry & Clothing)<br>(Needle work). |
| (4)            | Chemistry Part-I                            | 3 Th.<br>3 Pr.      | -   | -  |
| (5)            | Chemistry Part-II                           | -                   | 4 Th.<br>2 Pr.                                | -  |
| (6)            | Physics Part-I                              | 3 Th.<br>3 Pr.      | -   | -  |
| (7)            | Physics Part-II                             | -                   | 3 Th.<br>3 Pr.                                | -  |
| (8)            | Hygiene                                     | 2 Th.               | -   | -  |
| (9)            | Physiology                                  | 3 Th.               | -   | -  |
| (10)           | Biology                                     | 2 Th.<br>1 Pr.      | 2 Th.<br>2 Pr.                                | -<br>(Biology & Gardening)                                   |



| <i>Sr. No.</i> | <i>Subjects</i>                         | <i>I Year</i>           | <i>II Year</i>          | <i>III Year</i>  |
|----------------|---|-------------------------|-------------------------|------------------|
| (11)           | Psychology                              | -                       | 3 Th.                   | -                |
| (12)           | Sociology                               | 3 Th.                   | -                       | -                |
| (13)           | Economics                               | 1 Th.                   | 2 Th.                   | -                |
| (14)           | Rural Development                       | -                       | -                       | 3 Th. and visits |
| (15)           | English                                 | 2 Text<br>2 Composition | 2 Text<br>2 Composition | -                |
| (16)           | Family Relations &<br>Child Development | -                       | -                       | 6 Th. And visits |
| Total          |   | 34                      | 40                      | 36               |

**5. M.A. (Music)**

3 periods a

Part I & II

day

*Theory*

*Tutorial*

*Practical*

**6. M.A./M.Sc.**

4 Hours

½ Hour

24 Hours

per Paper

per paper

per paper

Size of Groups for :-

Tutorials

8 Students

Practicals

15 Students

**NORMS OF MAXIMUM STRENGTH FOR THEORY/**

**PRACTICAL GROUPS**

| <i>Class</i>           | <i>Maximum No. of Students for each Class/Group</i> |                        |                                   |
|------------------------|---|------------------------|-----------------------------------|
|                        | <i>Theory Class</i>                                 | <i>Practical Group</i> | <i>Composition Tutorial Group</i> |
| B.A./B.Sc./            | 60 but in no case                                   |                        |                                   |
| B.Com.Part-I           | to exceed 80  | 20                     | 25                                |
| B.A./B.Sc./            |   |                        |                                   |
| B.Com.                 |   |                        |                                   |
| Part-II & III          | -do-  | 15                     | 25                                |
| (General &<br>Honours) |   |                        |                                   |

*Note :* The suggested number of periods per week assigned for the following subjects shall be as under w.e.f. the examinations mentioned against each :

**B.A.**

|  | <i>Theory</i> | <i>Tutorial</i> | <i>Total</i> |  |
|--|---------------|-----------------|--------------|--|
| 1. Compulsory English                  | 8             | 2               | 10           | } w.e.f. the examinations to be held in 1977, 1978 and 1979 for Parts I, II and III respectively |
| 2. Compulsory Hindi/ Sanskrit/ Panjabi | 3             | 1               | 4            |  |
| 3. Elective Language Subjects          | 6             | 2               | 8            |  |

**B.Sc.**

|                       | <i>Theory</i> | <i>Tutorial</i> | <i>Total</i> |   |
|-----------------------|---------------|-----------------|--------------|---|
| 1. Compulsory English | 3             | 1               | 4            | } w.e.f. the Part-I Examination of 1977, Part-II Examination of 1978. |
| 2. Compulsory Hindi   | 3             | 1               | 4            |   |

**\*CHAPTER- XVIII**

**\*ORDINANCE : RULES OF SERVICE AND CONDUCT FOR  
EMPLOYEES IN NON-GOVT. RECOGNISED COLLEGES**

**In these Regulations :**

- (i) 'College' means a College under Private Management recognised/affiliated by this University.
- (ii) 'Teacher' shall include Principal, Lecturer, Lecturer in Physical Education, Tutor, Demonstrator, Instructor and Librarian in the service of a Non-Govt. College.
- (iii) 'Non-teaching Staff' shall include Ministerial staff, Library staff, Laboratory and other Technical staff and Class IV officials in the service of a Non-Govt. College affiliated to this University.
- (iv) 'Employee' means any person who is in the whole-time employment of an affiliated College for whom the Govt. grant is payable.

**(i) SERVICE RULES**

1. Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the Governing Body of the College.

2. The minimum qualifications/experience for the post of Principal/Lecturer, other teachers and Non-teaching staff and selection procedure for teaching staff shall be as prescribed. These shall also apply to a person appointed on ad hoc/temporary basis.

3. Every employee in an affiliated College shall be paid



according to the prescribed pay-scale; also D.A, House rent allowance at Haryana Govt. rates as prescribed from time to time.

4. An employee appointed against a regular/permanent post may be kept on one year's probation after which period he/she will normally be confirmed if his/her work and conduct are found satisfactory. It shall be obligatory on the part of the Governing Body to notify to the employee in writing at least one month before the expiry of one year's probationary period, in case the period of probation is to be extended. In the absence of such a notice the employee shall be deemed to have been confirmed from the date of completion of one year probation period.

The probationary period shall in no case be extended beyond two years from the date of appointment and shall not be extended more than once.

Provided further that in the event of an employee on probation not being confirmed from the due date, the Governing Body shall consider every case on merit with full facts and record at its meeting at which both the University and the Government nominees must be present. In no case the decision to extend the probation period or to dispense with the services of a probationer shall be taken without assigning cogent reasons to the satisfaction of the two nominees.

5. (a) All confirmed employees shall subscribe 10% of their pay towards Provident Fund and equal amount shall be contributed by the College Management towards the same.

(b) All the Colleges shall follow the prescribed pattern of

Provident Fund Rules as per *Appendix-X*.

(c) All confirmed employees shall be entitled to the benefit of Gratuity as per Haryana Government Rules.

6. Every employee shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due.

7. Annual increment shall be allowed to the regular employee w.e.f. the 1<sup>st</sup> day of July every year.

8. (a) No teacher shall be required to teach for one more period than the number laid down by the University; in addition, he shall undertake such co-curricular activities as may be assigned to him by the Principal.

(b) If a teacher is given some extra teaching work (maximum 6 periods per week) temporarily he shall be paid as under for such additional work for the periods August to February only. No payment for winter and autumn vacations shall be made :

For upto 6 periods ... Rs.500/- p.m.  
(upto 4 hours a week)

9. Payment of Summer Vacation Salary :

(a) Teachers working against permanent posts whether on probation or confirmed shall be paid full Summer Vacation Salary irrespective of the actual period spent on duty.

(b) Teachers appointed on purely temporary/ad hoc basis against temporary posts or leave vacancies up to the end of the

academic session only, shall not be entitled to any Summer Vacation Salary. However, teachers, if appointed for more than one session, against leave vacancies which are to continue after 31<sup>st</sup> July next shall be entitled to full Summer Vacation Salary.

(c) Teachers on probation if terminated during the period 1<sup>st</sup> August to 28<sup>th</sup> February shall be paid proportionate salary for the period 1<sup>st</sup> March upto end of Summer Vacation. If terminated after 28<sup>th</sup> February, full salary for the period 1<sup>st</sup> March upto end of Summer Vacation be paid.

**10. (a)** Every teacher shall stay in the College for at least 5½ hours including recess.

(b) The Librarian, Asstt. Librarian, Ministerial staff and other Non-teaching employees shall be on duty normally for 7 hours daily with ½ hour break. All Class IV officials shall be on duty for 8 hours. The actual duty hours for different categories of employees shall be determined by the Principal.

The Lecturers in Physical Education may also work for 5½ hours every day like other lecturers and they will work as Lecturer in Physical Education in the morning and in the evening they may attend play field and supervise the game.

**11. Leave Rules :**

All Non-Govt. Colleges employees shall be entitled to different

kinds of leave as per the rules prescribed by the University for its employees.

**12. Vacations :**

- (a) Teachers and Lecturer in Physical Education shall be allowed vacations and shall also be entitled to Earned Leave as per rules.
  - (b) Librarians, Ministerial Staff, Library Staff and Class IV employees shall be treated as non-vacation employees and be given the benefit of Earned leave.
  - (c) Laboratory and other Technical Staff shall be allowed vacations, not exceeding half of the Summer, Autumn and Winter vacations. The dates from which these vacations may be allowed to individual employee may be left to the discretion of the Principal.
  - (d) Non-teaching (*except the staff under (c) above*) Staff shall be allowed a holiday on every Saturday during Summer vacation and first Saturday of the Winter and Autumn vacations.
- 13. (i)** The Service Record of every employee and Annual Confidential Reports on his work and conduct on the prescribed form (*Appendix-XI & XII*) shall be maintained regularly. The Annual Confidential Reports of teaching staff may be written by 31<sup>st</sup> July and those of other employees by 30<sup>th</sup> April.

(ii) The Annual Confidential Reports of the different employees shall be written and reviewed as under :-

| <i>Designation</i>  | <i>Reporting authority</i>             | <i>Reviewing authority</i>      |
|---|--|---------------------------------|
| (a) Principal   | President,<br>Governing Body           |                                 |
| (b) All teachers,<br>Librarian, Lect.<br>in Phy. Edu.,<br>Supdt./Head<br>Clerk,<br>Stenographer | Principal                              | President,<br>Governing<br>Body |
| (c) <b>Library Staff</b><br>Asstt. Librarian,<br>Restorer, Lib.<br>Attendant                    | Librarian                              | Principal                       |
| (d) <b>Laboratory Staff</b><br>Lab. Attendant/<br>Assistant                                     | Head of the<br>concerned<br>Department | Principal                       |
| (e) <b>Office Staff</b><br>Clerks, Class-IV<br>employees e.g.<br>Chowkidars,                    | Supdt./<br>Head Clerk                  | Principal                       |

Sweepers etc.  
attached with  
the office

(f) Type-writing Instructor      Head of the Dept. (Com.)      Principal

(iii) Adverse remarks, if any in the Annual Confidential Reports shall be promptly communicated to the employee concerned and shall indicate, in suitable language the nature of the defects in question. The adverse remarks in the A.C. R. of the Principal shall be communicated to him by the President, Governing Body. The adverse remarks in the case of other employees shall be communicated to them by the Principal of the College. The official concerned may, within 3 months of the receipt of the communication conveying the adverse remarks, make a representation against the adverse remarks. If no representation is received within the prescribed period, it will be presumed that the employee accepts the adverse remarks. The representation of the employees including the Principal, against the adverse remarks shall be decided by the Committee consisting of the following :—

- (1) President of the Governing Body or anybody nominated by him.
- (2) Nominee of the Govt. on the Governing Body.
- (3) Nominee of the University on the Governing Body.

**14. (a)** Every whole time employee (Teaching & Non-teaching) shall retire on attaining the age of 60 years and thereafter no further extension shall be given.

A College employee (Teaching and Non-teaching) may, however, seek voluntary retirement after 20 years continuous service in the college or on the attainment of 55 years of age, with the approval of the appointing authority.

The age of superannuation of staff in un-aided self financing Colleges of Education shall be determined by the policy of the concerned Government/affiliating University subject to maximum age not exceeding 65 years.

**(b)** The date of retirement shall be the last day of the month in which retirement is due.

Provided that the Principals and teachers in Non-Government recognized Colleges be re-appointed/given extension on yearly basis upto the age of 65 years after superannuation with the condition that teacher should be in a healthy state of mind and body.

**15.** Every recognized Non-Government College shall prepare, in accordance with the Rules laid down in *Appendix-XIII* of this Ordinance the seniority list of its teachers and other employees and supply the same to the University. Such lists shall be brought up-to-date every year as on November, 1.

**16.** The senior-most person working in the Department shall be considered as Head of the Department for :

**(i)** inclusion as a member of the Selection Committee for

recruitment of lecturer etc.

- (ii) day-to-day administration of the Department including distribution of work amongst the members of the staff, which would be finally approved by the Principal.

**17.** In case the post of Principal in a College falls vacant due to any reason or he proceeds on leave, the next senior-most lecturer, as per approved seniority list of the College, shall officiate/act as Principal till the time the vacancy is filled up in accordance with the procedure laid down by the University unless there are serious charges of administrative inefficiency/indiscipline/corruption/moral turpitude etc. against him/her. In the event of any such aforesaid charges the prior sanction of the Vice-Chancellor is to be obtained who will in turn satisfy himself after due verification.

## **SUSPENSION**

**18. (i)** The Governing Body may suspend a teacher or any other employee for whom it is the appointing authority and the Principal may suspend only an employee for whom he is the appointing authority, in case of serious misconduct or dereliction of duty.

Serious misconduct for this purpose shall include :

- (a) Abetting and instigating others to go on illegal or unlawful strike or abstaining from taking classes during strike or acting in any manner prejudicial to the smooth functioning of the College/Institution.
- (b) Disobedience of any order, non-compliance of rule, habitual



neglect of work, or refusal to do any University work.

- (c) Theft, fraud or dishonesty in connection with the College property.
- (d) Wilful damage to the College property.
- (e) Wilful absence from duty.
- (f) Wilful absence from duty after the expiry of leave.
- (g) Refusal to accept a charge-sheet, order or other communication.
- (h) Conviction on a criminal charge under Indian Penal Code.
- (i) Misbehaviour, use of abusive language or insolvency, and
- (j) An act involving 'Moral Turpitude'.

The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals.

- (ii) A copy of the order of suspension together with a copy of the charge-sheet shall be sent to the Higher Education Commissioner, Haryana within a week of the date of suspension who may after examining the case direct that the employee shall not be placed under suspension. Copies of suspension order and charge-sheet shall be sent to the

University also.

- (iii) A suspended employee can make an appeal to the Higher Education Commissioner, Haryana within 30 days of the date of communication of orders of suspension.
- (iv) The period of suspension shall not exceed six months within which the case must be decided.
- (v) During the period of suspension, the suspended employee shall be paid half the pay plus allowances as subsistence allowance.
- (vi) If ultimately the suspended employee is removed from the service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

#### **19. TERMINATION**

- (a) For termination of engagement in the case of a confirmed employee, at least, three months notice shall be necessary on either side and in the case of an employee, who is on probation or is a temporary hand this period shall be one month, or salary in lieu of the notice period.
- (b) The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the Summer Vacation salary, but the teacher shall be entitled to the Summer Vacation salary, as admissible under the rules, or salary in lieu of notice period whichever is higher.

#### **20. PUNISHMENTS**

- (a) The following penalties may, for a good and sufficient reason,

be imposed upon an employee. In case of serious misconduct and dereliction of duty, any of the major penalties may be imposed.

Minor Penalties :

- (i) Censure,
- (ii) Withholding of increment or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders. Annual increment shall not be withheld without assigning any specific reason in writing and without calling explanation of the employee concerned and in case the Governing Body does not revive the order within 15 days of the employee's representation, he shall have the right to appeal to the Higher Education Commissioner, Haryana.

Major Penalties :

- (i) Reduction to a lower post or time scale or to a lower stage in the time scale.
  - (ii) Removal from service of the College which does not disqualify from future employment.
  - (iii) Dismissal from service of the College.
- (b) The appointing authority shall not determine the engagement of a confirmed member of the teaching/non-teaching staff whether

summarily or otherwise without informing him in writing of the sufficient grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to the final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member, whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.

- (c) Any employee aggrieved by an order imposing any penalty on him other than dismissal, removal or reduction in rank may, within thirty days of the date of communication to him of such orders, prefer an appeal to the Higher Education Commissioner, Haryana, in terms of Clause 10(1) of the Security of Service Act (1979), in such form and manner as may be prescribed.

Provided that the Higher Education Commissioner, Haryana, may entertain the appeal after expiry of the said period of 30 days, if he/she is satisfied that the applicant was prevented by sufficient cause from filing the appeal in time.

- (d) Any action leading to dismissal or removal from service or reduction in rank shall be taken by the College authorities only after necessary reference to the Higher Education Commissioner, Haryana, in terms of Haryana Affiliated Colleges (Security of Service) Act, 1979 (*Appendix-XIV*).

## 21. RETRENCHMENT RULES

No retrenchment of a teacher, in any subject shall be made, due to fall in the workload without the prior permission of the University and without following the procedure as laid down below :-

- (i) After the expiry of the last date for the admissions with late fee etc., if it is noticed by a College that there is fall in the workload, complete information about number of students admitted in the subject concerned in each class, the workload calculated strictly according to the provisions under *Appendix-VIII* of this Ordinance, the number of periods allotted to each teacher in the subject concerned and the number of teachers proposed to be retrenched and their names shall be intimated to the University. The University may, if it thinks fit, have an enquiry made into the matter.
- (ii) For calculation of the workload for the purpose of proposed retrenchment or making a teacher a part-timer, the maximum strength of each section shall be taken as 60 students for Under-graduate Classes and 40 students for Post-graduate Classes.
- (iii) The details of the workload shall also be supplied by the College, to the teacher(s) concerned who will be at liberty to question the workload and may make representation to the College/University in this behalf.
- (iv) If the University approves the proposed action to be taken by the College, the notice as provided under Clause No. **19(a)** given above for retrenchment, shall be given by the College to

the teacher(s) concerned.

- (v) The retrenchment of a teacher shall be made only if the number of periods fall below the level of 8. If the number of periods remain in between 3 and 7 the teacher concerned shall be retained on part-time basis.
- (vi) For the purpose of retrenchment, the junior-most teacher in the subject shall be affected.
- (vii) If the workload increases due to the increase in the number of students or some vacancy is caused due to any other reasons, during the next three Sessions the retrenched teacher shall be adjusted.

**22.** (a) All the Teachers/Principals shall be obliged to do any examination work (Invigilation work, Setting of Papers, Evaluation of scripts and Conduct of Practical Examinations) that may be assigned to them by the University.

(b) All the Principals/Teachers working in the College shall also extend necessary co-operation to the University in carrying out such other assignments as members of the Inspection Committee, Admission Committee or to act as University Observer etc. as given to them by the University.

**23.** Accelerated increment(s) to the Non-teaching staff shall be paid as per *Appendix– XV*.

#### CONDUCT RULES :

24 Every employee shall at all times serve efficiently, act in a

disciplined manner and maintain absolute integrity and devotion to duty.

25 Unless otherwise provided for, the whole-time employee shall be at the disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the University.

26 No employee in a College shall apply for any other job or scholarship without the previous sanction of the Principal of his College or in case of the Principal without the previous sanction of the Governing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

27 Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the Leave Rules.

28 No employee shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the College.

29 No employee shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between classes or subjects of the Indian Union or to disturb public peace.

**30** An employee may stand for election to the Parliament/ State Legislature/Local Bodies with the prior permission of the Governing Body of the College concerned.

**31** No employee shall, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.

**32** No employee shall in any manner criticise adversely in public the administrative actions of the Governing Body/ Principal of his College.

**33** No employee shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information.

**34** No whole-time employee shall, except with the previous sanction of the Governing Body, engage directly, in any trade, occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be for more than one hour a day, will be necessary. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall



not undertake or shall discontinue such work, if so directed by the Principal of his College and in case of the Principal if so directed by the Governing Body. Provided that no permission shall be necessary for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs.2,400/- per annum and for all examination work for which additional emoluments are accepted the previous permission of the Governing Body shall be necessary.

**35.** No employee shall appear in an examination without the prior permission of the Principal.

**36.** No employee in a recognized/affiliated College shall write or guide a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.

**37** An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.

**38.** No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

**39** An employee may become a member, representative or office bearer of any registered and recognised Association

representing or purporting to represent his class of employees, and participate in its deliberations and, with the permission of the Principal, hold its meeting on the premises of the College, provided such Association satisfies the following conditions :

*(a)* Its membership is confined to a distinct class of employees and it is open to all such regular employees.

40 In case of contradiction in these rules and the provision made by the Haryana Govt. in the Haryana Affiliated Colleges (Security of Service ) Rules, 2006, the provisions under the Haryana Affiliated Colleges (Security of Service) Rules, 2006 shall be applicable.

## APPENDIX-X

### PROVIDENT FUND REGULATIONS FOR COLLEGE TEACHERS AND OTHER EMPLOYEES

**(In terms of Clause 5 (b) of the Regulations to govern Service and Conduct of Employees in Non-Government Recognized Colleges)**

1. In the following regulations :

- (i)* 'Pay' means monthly pay including personal/special pay and dearness pay, if any, and does not include travelling or other allowances for the purpose of these regulations.
- (ii)* 'Depositor' means an employee on whose behalf a deposit is made under these regulations.
- (iii)* 'Interest' means the interest which is paid on a deposit at a Government Saving Bank or Co-operative Bank approved by the Registrar of Co-operative Societies under the regulations in force for such institutions or on Government Securities.
- (iv)* 'Family' means : -
  - (a)* in the case of a male subscriber, the wife or wives and children of the subscriber and the widow or

the widows and children of a deceased son of the subscriber;

(b) in case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

2. These regulations shall apply to all employees holding non-pensionable posts in non-government recognised Colleges.

3. The control of the fund shall vest in the Registrar, Chaudhary Devi Lal University. The Registrar may, however, delegate his power under this regulation to such officers as he may appoint in this behalf.

Every subscriber must on joining the fund sign a certificate in token of acceptance of the regulations in form 'C' appended to these regulations.

4. Every employee subject to these regulations shall be required to subscribe at the rate of 10% of his pay to the Provident Fund. Fraction of a rupee (of pay) shall be ignored.

5. The Governing Body shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his pay under the preceding regulation. Such contribution shall be credited to the fund, month by month, in favour of such employee together with the amount deducted from his/her pay. The contribution will be charged in the College accounts to the Sub-head 'Provident Fund'.

6. (i) The sums credited to the depositors monthly under Regulations 4 and 5 in the Provident Fund Ledger maintained by the College Governing Body, shall be paid duly into the Post Office/Savings Bank or into a Co-operative Bank approved by the Registrar of Co-operative Societies or into a class 'A' Scheduled Bank. Such payment should, whenever possible, be made into the bank between the 1<sup>st</sup> and 4<sup>th</sup> of each month, in order that interest may accrue. The bank account for each individual contributor shall be kept separately in the name of the President/Secretary of the College on behalf of Contributor and separate pass-book should be issued in each case.

(ii) Money's cannot be withdrawn from such bank except as provided in regulations 8, 10 and 16.

(iii) Accounts of investments made under this Regulation must be maintained in Form 'D' *annexed* hereto.

*Note* :— Maximum of 75% of the subscriber's share (including Management's share which has become payable to the employees) exceeding Rs.1000/- in the case of Class-IV employees and Rs.2500/- in the case of other employees with the consent of contributors and the Registrar or such officer appointed by him in this behalf, may be withdrawn and invested in Govt. Securities or in Fixed Deposit receipts drawn on an 'A' Class Scheduled Bank or a Co-operative Bank approved by the Registrar of Co-operative Societies. Not more than two such deposits of at least Rs.1000/- each are to be allowed in one year by

each subscriber.

7. Every depositor shall be required to nominate in Form 'E' appended the person or persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that where such depositor has wife or children, such wife or children, shall be nominated as beneficiaries in preference to any other person or persons.

The Governing Body will not be bound by or recognise any assignment or encumbrance executed or attempted to be credited which affects the disposal of the accumulations of a depositor who dies before retirement.

8. The deposits and contributions, with interest thereon, at the credit of any employee, or such part of them as he may be entitled to, pay, with the sanction of the Registrar or such officer appointed by him in this behalf be withdrawn by the Committee from the Post Office Savings Bank or approved Co-operative Bank or Government Securities in the following cases : —

- (i) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or, if no nominated beneficiary survives him, to his legal heir or heirs.
- (ii) On his retirement, or physical unfitness for further service, when the amount shall be paid to the depositor himself.  
(An employee granted leave preparatory to retirement may

be permitted to withdraw the sum to which he is entitled at any time during leaves.)

(iii) On his resignation when (subject to the provisions of Regulation 10) he shall receive : —

(a) after less than three years' service his own deposits together with 5 per cent of the balance in the fund standing to the credit of his account;

*Note :* 1. The term 'service' or 'completed service' occurring in this regulation means the length of such service from the date of joining the Provident Fund.

2. (i) The employees' own deposits will consist of employees' actual contributions (including any grants from Government for this purpose), together with interest on such contribution.

(ii) The balance will consist of the Committee's contribution together with interest on such contribution.

(b) after three years' completed service his own deposits together with 30 per cent of the balance as above;

(c) after four years' completed service his own deposits together with 40 per cent of the balance as above;

(d) after five years' completed service his own deposits

together with 50 per cent of the balance as above; and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent or the full balance in the fund to the credit of his account.

- (iv) If an employee's services are dispensed with through no fault of his own, *e.g.*, owing to reduction of establishment, he shall be paid the full balance at his credit without any reduction.
- (v) To make temporary advances as provided in Regulation 16.

**9.** In case an employee resigns with a view to take up an appointment in another College, or is transferred to another College, which has a Provident Fund, the balance at the credit of his Provident Fund Account, notwithstanding anything contained in Regulation 8 above, shall instead of being paid to him, be transferred to the credit of a similar account in his name in the new College.

**10.** While determining the quantum of the management's contribution payable to an employee whose Provident Fund money has been previously transferred from another College, his total service in various recognised Colleges with effect from the date of his joining the Provident Fund will be taken into account.

**11.** If an employee is dismissed or leaves a College in contravention of a written agreement, the Governing Body may with the consent of the Registrar or such Officer appointed by him in this behalf



pay to him only his own deposits together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or part of any further sum to which he would ordinarily be entitled under Regulation 8. The depositor's own deposits cannot be forfeited.

**12.** A separate account with the bank concerned shall be opened in the name of the Governing Body for depositing any sum of money withheld from an employee under the preceding regulations. The account shall be called the 'Employees Provident Fund Account'. Money at the credit of his account, may, with the approval of the Registrar or such Officer appointed by him in this behalf, be utilised for compassionate allowances and gratuities to destitute employees of the College and their widows and dependents.

**13.** A separate account in Form 'A' appended, shall be kept and written up in the office of the College Governing Body for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

**14.** Amounts credited or debited to the Provident Fund shall, on the same day, be posted into the Provident Fund Ledger, in Form 'B' appended, in full detail. The figures for column 8 of the Ledger must be calculated yearly up to 31<sup>st</sup> March and the net balance of each amount entered in columns 5 and 9; but the figures in these columns should be compared once a year with the Savings Bank Pass-Book. Great care should, therefore, be taken to make the monthly calculation according to the rules in force

in the Post Office or in the Bank approved by the Registrar of Co-operative Societies or in the Class 'A' Scheduled Bank as the case may be. The Provident Fund Ledger should have separate pages for each month's transaction.

**15.** Voluntary deposits (upto 20%) from the employees may also be credited over and above the compulsory 10% to their Provident Fund Account but no matching contribution for such deposits shall be made by the Governing Body.

**16.** Employees are not entitled to subscribe to the provident Fund while absent on leave without pay.

**17. (1)** The Governing Body shall have power with the approval of the Registrar or such Officer appointed by him in this behalf, to allow temporary advances not exceeding 12 months' pay or 50% of subscribers' share (including Management's share which has become payable to the employee) whichever is less for the following purposes: —

- (a) To pay expenses incurred in connection with the illness of himself or a member of his family.
- (b) To pay expenses in connection with marriages, funerals, or ceremonies which by the religion of the subscriber, it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.
- (c) To buy foodgrain for his/her family at the harvest time

up to Rs.2000/- with the approval of the Principal concerned. It should be paid back by 31<sup>st</sup> March next year.

(It may be in addition to any other advance taken).

- (d) For purchase of a residential plot and/or construction/repair of a house.
- (e) To meet the expenses of higher education of his/her children.
- (f) For purchase of a conveyance.

*Note :-* The Provident Fund Advance under Clause (b) (for marriages only) and (d) shall be, not exceeding 24 months' pay or 100% of subscriber's own share alongwith interest whichever is less, which shall be recovered in 60 instalments.

(2) Advance shall not be granted until at least twelve months after the final repayment of all previous advances is made, except with the special sanction of the Vice-Chancellor.

(3) (a) An advance shall be recovered from the subscriber in such number of equal monthly instalments of not, in any case, more than thirty. A subscriber may at his option make repayment in a smaller number of instalments than the number prescribed. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to fix the amount of such instalments.

(b) In determining the advance, to be sanctioned, due regard should be paid to the amount lying to the credit of the applicant in the Provident Fund. The amount of the advance should be a sum expressed in whole rupees, and ordinarily the monthly instalments should also be in whole rupees, the advance applied for being raised or reduced, if necessary, to enable instalment to be thus fixed.

(c) Recoveries will be made monthly commencing from the first payment of a full month's pay after the advance is granted, but no recovery will be made from an employee while he is on leave of any kind except privilege leave.

(d) The instalments will be paid by compulsory deductions from pay and will be in addition to the usual deposits.

(4) When the advance is repaid in twelve instalments or less, a thirteenth instalment representing interest and equivalent to 4 per cent of the amount of the advance shall be paid in the month following that in which the last instalment is paid. Similarly an additional instalment equivalent to 8 per cent of the total amount of the advance shall be paid when the advance is repaid in more than twelve instalments. In calculating the 4 per cent/8 per cent interest as above, a fraction of a rupee should be taken at the next higher whole rupee, if it exceeds 50 paise, and should be ignored, if it does not. The repayment shall be credited to the account of the employee concerned.

**17-A.** The Governing Body shall have power with the approval of the Registrar or such Officer appointed by him in this behalf for the purpose mentioned below, to allow non-refundable advances, out of his Provident Fund to an employee, who has completed 15 years of service (including broken period of service, if any) or within 10 years before the date of his retirement on superannuation, whichever is earlier : -

(a) Meeting the cost of higher education of himself or of children actually dependent on him in the following types of cases : -

(1) for education outside India beyond the High School stage, whether for an academic, technical, professional or vocational course; and

(2) for medical, engineering and other technical or specialised courses in India beyond the High School stage, provided that the course of study is not less than two years' duration.

(b) Meeting the expenditure in connection with the marriage of the subscriber's daughters and if he has no daughter of any other female relation dependent on him.

(c) Meeting the expenditure in connection with the marriage of subscriber's sons.

(d) Purchase/construction/addition to a house and/or a site thereof.

The amount of withdrawal for the purposes mentioned in Clause (a) above shall be limited to 6 months' pay or 50% of subscriber's share (including Management's share which has become payable) to the

employee, whichever is less.

The withdrawal for the purpose mentioned in Clause (a) above will be permissible once every six months, *i.e.*, twice in any financial year and a withdrawal will not ordinarily be allowed before the expiry of six months from the date of the previous withdrawal.

The amount of withdrawal for the purpose mentioned in Clause (b), (c) and (d) shall be limited to 100% of subscriber's own share alongwith interest thereon.

A second withdrawal for the purpose mentioned in Clause (b), (c) and (d) shall not be allowed until after the expiry of one year from the date of previous withdrawal.

Provided that a subscriber who has been given an advance under this clause shall have to satisfy the Governing Body within a period of six months from the date of drawing the money, that it has been utilised for the purpose for which it was intended, failing which the whole amount of withdrawal, together with interest thereon will be liable to recovery in one lump sum.

Provided further that while sanctioning non-refundable advance, the temporary advances outstanding against him, if any, will not be taken into account. A subscriber may also be permitted by the Governing Body with the approval of the Registrar or such Officer appointed by him in this behalf, to convert the balance of any refundable advance outstanding against him into a non-refundable advance on his satisfying the condition laid down for such advances.

*Note* : — For purpose of this Clause the term ‘Service broken’ includes periods, if any, spent in another recognised Colleges if the Provident Fund contribution in respect of such period(s) has been credited to his Provident Fund Account in his present College.

**18.** On a depositor leaving a College, his account shall be closed and unless the amount to which he is entitled under these regulations are withdrawn, within one year, it shall be written off as a dead account and repaid only under the order of the Registrar or such Officer appointed by him in this behalf.

**19.** When an account becomes ‘dead’, the balance at the credit thereof must be credited to the Employees Provident Fund Account of the College as miscellaneous receipt.

**20.** All the Non-Govt. affiliated Colleges shall be required to send a quarterly return to the University, confirming that the Provident Fund contribution alongwith Management’s share has been deposited in the account of subscriber. In case the College does not deposit the amount for three months, the College will have to deposit the whole amount in the subscriber’s account alongwith the interest at the rate of 10% from the date the deposit was due.

**21.** The employees who are retrenched due to fall in strength and are appointed on part-time basis in the same institution, are allowed to contribute 10% of his/her reduced pay to the Provident Fund provided there is no break in service and he/she was a subscriber to the Provident Fund in the same institution previously.

FORM-A

**PROVIDENT FUND LEDGER**

| <i>Name of Account</i> | <i>Name of Subscriber</i> |                     | <i>Folio Number of Establishment Check Register</i> |                    |  |   |                |
|------------------------|---------------------------|---------------------|---|--------------------|--|---|----------------|
| <i>20</i>              | <i>Deposit</i>            | <i>Contribution</i> | <i>Total</i>  | <i>Withdrawals</i> | <i>Monthly balance on which interest is calculated</i> | <i>Monthly balance of withdrawals on which loss of interest is calculated</i> | <i>Remarks</i> |
| 1                      | 2                         | 3                   | 4   | 5                  | 6  | 7   | 8              |
|                        | Rs. P.                    | Rs. P.              | Rs. P.  | Rs. P.             | Rs. P.   | Rs. P.  |                |

Opening balance

April ...

May ...

June ...

July ...

August ...

September ...

October ...

November ...

December ...

January ...

February ...

March ...

Total \_\_\_\_\_

Interest for 20 20

Balance on 31<sup>st</sup> March,

20



FORM-B (1)

**PROVIDENT FUND LEDGER**

| <i>CREDITS</i>         |                            |             |                    |                        |                           |                                       |                 |              |                |
|------------------------|----------------------------|-------------|--------------------|------------------------|---------------------------|---------------------------------------|-----------------|--------------|----------------|
| <i>Date of Receipt</i> | <i>Number of Depositor</i> | <i>Name</i> | <i>Appointment</i> | <i>Opening Balance</i> | <i>Deduction from Pay</i> | <i>College Committee Contribution</i> | <i>Interest</i> | <i>Total</i> | <i>Remarks</i> |
| 1                      | 2                          | 3           | 4                  | 5                      | 6                         | 7                                     | 8               | 9            | 10             |
|                        |                            |             |                    |                        |                           |                                       |                 |              |                |
|                        |                            | Rs.         | Rs.                | Rs.                    | Rs.                       | Rs.                                   |                 |              |                |

When payments are made, the date of payment and the amount will be entered in the column of remarks.

FORM-B (2)

**REGISTER OF DEBITS PROVIDENT FUND**

| <i>DEBITS</i>          |                            |             |                    |                |                        |                  |                              |                          |                        |                |
|------------------------|----------------------------|-------------|--------------------|----------------|------------------------|------------------|------------------------------|--------------------------|------------------------|----------------|
| <i>Date of Receipt</i> | <i>Number of Depositor</i> | <i>Name</i> | <i>Appointment</i> | <i>Service</i> | <i>Opening Balance</i> | <i>Withdrawn</i> | <i>Credited to Committee</i> | <i>Paid to Depositor</i> | <i>Closing Balance</i> | <i>Remarks</i> |

|   |   |   |     |     |     |     |     |   |    |    |
|---|---|---|-----|-----|-----|-----|-----|---|----|----|
| 1 | 2 | 3 | 4   | 5   | 6   | 7   | 8   | 9 | 10 | 11 |
|   |   |   | Rs. | Rs. | Rs. | Rs. | Rs. |   |    |    |

FORM-C

**(TO BE FILLED IN AND SIGNED  
BY EVERY SUBSCRIBER ON ADMISSION  
TO THE FUND)**

I hereby agree to abide by the Provident Fund Regulations laid down by the Chaudhary Devi Lal University in terms of the RULES OF SERVICE AND CONDUCT FOR EMPLOYEES IN NON-GOVERNMENT RECOGNISED COLLEGES”.

Dated ..... 20.....

Signature of Employee.....

Name of College.....

Town or District .....

Witness :

Signature.....

Address .....

.....

.....

FORM-D

**PROVIDENT FUND INVESTMENT ACCOUNT**

.....College

| <i>Serial No.</i> | <i>Date of Purchase</i> | <i>Description of Investment</i> | <i>Number and date of sanction of the District Officer's office</i> | <i>Amount</i> | <i>Place where Securities are lodged</i> | <i>Remarks (Give date when cashed)</i> |
|-------------------|-------------------------|----------------------------------|---|---------------|--|--|
| 1                 | 2                       | 3                                | 4   | 5             | 6  | 7                                      |
|                   |                         |                                  |   |               |  |  |

**PROVIDENT FUND INVESTMENT INTEREST ACCOUNT**

.....College

| Serial No. in Provident Fund Investment Account | Instalments of Interest due |                           | Instalments of Interest received  |        |  | Remarks |
|---|-----------------------------|---------------------------|---|--------|--|---------|
|   | Date                        | Date of Receipt of Amount | Date of Credit in the Post Office Savings Bank or to the Employee's Account | Amount |  |         |
|   |                             |                           |   |        |  |         |

FORM - E

**PROVIDENT FUND FOR EMPLOYEES EMPLOYED  
IN RECOGNISED COLLEGES UNDER PRIVATE  
MANAGEMENT**

Depositor No.....

FORM FOR DECLARATION

(For ..... Subscriber)

I hereby declare that in the event of my death the amount at my credit in the Employee's Provident Fund of .....  
.....College.....  
shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to the persons whose name is given in the Column 5.

| <i>Name and address of the nominee or nominees</i> | <i>Relationship with the Subscriber</i> | <i>Whether major or minor; if minor, state his age</i> | <i>Amount of share of deposit</i> | <i>Name and address of the person to whom payment is to be made on behalf of</i> | <i>Sex and parentage of person mentioned in</i> | <i>Remarks</i> |
|--|---|--|-----------------------------------|--|---|----------------|
| 1  | 2                                       | 3  | 4                                 | 5  | 6   | 7              |

Two witnesses to signature for subscriber

**Witness No. I**

Signature.....

Occupation.....

Address.....

**Witness No. II**

Signature.....

Occupation.....

Address.....

**Subscriber**

Signature of Subscriber.....

Occupation of Subscriber.....

Address of Subscriber.....

Station.....

Dated.....



## 12. Signature of the Principal or other Attesting Officer

*Note* :- The entries in this page should be renewed or re-attested at least every five years and the signature in lines 11 and 12 should be dated.

Finger prints need not be taken afresh every five years under this rule.







**APPENDIX-XII**

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND  
CONDUCT OF TEACHING STAFF WORKING IN THE  
NON-GOVERNMENT AFFILIATED COLLEGES**

Annual Confidential Report for the year .....

(ONLY FOR COLLEGE TEACHERS)

To be filled up by the Teacher

Date of Joining Service.....

Mode of recruitment-Ad hoc/  
Regular .....

**1. Particulars :**

(a) Name .....

(b) Father's/Husband's Name .....

(c) Qualifications .....

.....

.....

.....

.....

(d) Subject .....

(e) Date of birth .....

(f) Name of Institution .....

(g) Place of previous posting From .....To.....

- (h) Date of joining in the present college .....
- (i) Subject of M. Phil., Ph.D. (if passed) .....

**2. Particulars of Teaching performance :**

**(a) Results :**

| <i>Examination</i> | <i>Subject taught</i> | <i>Number of students</i> | <i>No. of pass students</i> | <i>Pass Percentage College</i> | <i>Pass Percentage University</i> | <i>Difference</i> |
|--------------------|-----------------------|---------------------------|-----------------------------|--------------------------------|-----------------------------------|-------------------|
| <i>1</i>           | <i>2</i>              | <i>3</i>                  | <i>4</i>                    | <i>5</i>                       | <i>6</i>                          | <i>7</i>          |
|                    |                       |                           |                             |                                |                                   |                   |
|                    |                       |                           |                             |                                |                                   |                   |
|                    |                       |                           |                             |                                |                                   |                   |

- (b) Responsibility of the teacher in case of lower percentage than the pass percentage of the University result .....

**3. Overall assessment of academic competency, i.e. application of new teaching methods, encouraging questions in classes, holding of seminars/group discussions etc. ....**

**4. Details of academic and Professional progress during the year :**

- (a) Research Degree acquired, if any .....
- (b) Research work, if any .....
- (c) Particulars of published Research papers, if any .....

- (d) Details of in service Training .....
- (e) Extra classes for weak students .....
- (f) Whether giving any private .....
- tuitions/coaching ?
- (g) Contribution in other college activities like : Adult Education,  
Social Development Programmes, NSS, Sports, Cultural  
activities and any other special work done : .....
- (h) Whether the staff attendance Register  
has been regularly signed. ....

- 5. Contribution in the College Administration :  
Member of various committees like Discipline  
Committee, Admissions Committee, Students  
Welfare Committee, *etc.* .....
- 6. Any other Achievements : .....
- 7. Whether he stays at the HQ after college  
hours and during the holidays .....
- 8. Any other plus point not mentioned above .....
- 9. Whether the Courses for the academic year  
were completed .....
- 10. Number of working days spent  
in the college .....
- (a) for admission .....
- (b) for teaching .....

- (c) for evaluation .....
- (d) for invigilation/examination .....
- (e) for other activities-specify .....
- (f) Total .....

**Dated :.....**

**Teacher's Signatures**

**(To be filled up by the Principal)**

**11. Verification by the Principal :**

| <i>Item No.</i> | <i>Correct</i> | <i>Exaggerated</i> |
|-----------------|----------------|--------------------|
| 1.              |                |                    |
| 2.              |                |                    |
| 3.              |                |                    |
| 4. (a)          |                |                    |
| (b)             |                |                    |
| (c)             |                |                    |
| (d)             |                |                    |
| (e)             |                |                    |
| (f)             |                |                    |
| (g)             |                |                    |
| (h)             |                |                    |

|         |
|---------|
| 5.      |
| 6.      |
| 7.      |
| 8.      |
| 9.      |
| 10. (a) |
| (b)     |
| (c)     |
| (d)     |
| (e)     |
| (f)     |

12. Remarks about integrity :

13. Relations with the Principal/Colleagues :

14. Whether the teacher participated in or instigated any strike in the College ?

15. Overall Assessments : .....

(Keeping in view above all facts)

A. Outstanding

B. Very Good

C. Good

D. Average

E. Below Average

(Principal to fill up all the columns and no column is to be left blank)

**Dated : .....**

**Signatures of the Reporting Officer**

Principal

**16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer**

**17. Whether any enquiry/complaint is pending :**

**18. Punishment if any awarded :**

Dated : .....

President

Governing Body

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND  
CONDUCT OF NON-TEACHING STAFF WORKING IN  
THE NON-GOVT. AFFILIATED COLLEGES**

For the Year 20.....to.....

Reporting Officers shall fill this form carefully. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.

1. Name .....
2. Designation .....
3. Date of Birth .....
4. Date of Appointment .....
5. Nature of Appointment .....
- (Regular, Temporary or Ad hoc) .....
6. Scale of Pay .....
7. Actual Pay .....
8. Industry .....
9. Handwriting and Neatness .....
10. Punctuality and Regularity .....
11. Reputation for Honesty .....
12. Capacity for work and Intelligence .....
13. Acquaintance with Rules and orders .....



- 14. Knowledge and skill in dealing with .....  
Accounts matters .....
- 15. Quickness in disposal of business .....
- 16. Proficiency in Typewriting and Shorthand .....
- 17. Capacity for working with others .....
- 18. Defects, if any, pointed out .....
- (i) Orally .....
- (ii) In writing .....
- 19. Fitness for Promotion .....
- 20. General Remarks, if any .....
- 21. Signature and Date of Reporting Officer .....  
with Designation .....

Remarks by Reviewing authority

**Note** :- The following would be the Reporting/Reviewing authority in respect of the Non-Teaching Staff working in the College :-

| <i>Category of Officials</i>  | <i>Reporting Authority</i>  | <i>Reviewing Authority</i> |
|---|---|----------------------------|
| Ministerial Staff   | Bursar or Lecturer Incharge, if any, otherwise Principal.                                     | Principal                  |
| Class IV Staff such as Peons/Groundmen/ Library attendant/ Library Bearer/Mali/ Chowkidar, etc. | The Lecturer concerned/ Librarian/Lecturer in Physical Education under whom they are working. | Principal                  |

## APPENDIX-XIII

### PREPARATION OF SENIORITY LIST OF TEACHERS IN NON-GOVERNMENT RECOGNISED COLLEGES

1. A person in a senior scale of pay shall always be senior to the persons in the lower scale.
2. The seniority of a person in a grade will be determined as under :-
  - (i) (a) length of service in the scale from the date of joining subject to confirmation from that date;  
(b) if the probationary period is extended and a person is not confirmed from the date of appointment seniority will be determined with effect from the date of confirmation;  
(c) if the date of joining is the same, a person given the higher start will be considered as senior.
  - (ii) if the starting salary is also the same, the older person shall be senior.
  - (iii) in case of appointments made by direct recruitment, a person placed at No.1 in order of merit shall be senior to a person placed at No.2 and so on.
3. Subject to Rule No.4, a Governing Body having more than one College shall have one consolidated list of seniority.
4. For the purpose of determination of seniority, a College having Arts, Science and Commerce Faculties, shall be treated as one Unit, and a College having a Professional Faculty shall be considered as a separate Unit.

5. (i) An appeal may lie from any original order passed by the Governing Body to the Vice-Chancellor or any other Officer authorized by him.
- (ii) Every person preferring an appeal shall do so separately and in his own name. Every appeal so preferred shall contain all material statements and arguments relied on by the appellant and shall contain no disrespectful or improper language or something defamatory, blasphemous, seditious or obscene. Every appeal shall be complete in all respect and addressed to the appellate authority. It shall be submitted through the Principal of the College to which the appellant belongs and through the authority from whose order, the appeal is preferred.

**APPENDIX-XIV**

**THE HARYANA AFFILIATED COLLEGES  
(SECURITY OF SERVICE) RULES, 2006**

**HARYANA GOVERNMENT  
EDUCATION DEPARTMENT**

**Notification**

The 13<sup>th</sup> June, 2006

**No.S.O.57/H.A.15/1979/S.16/2006 – In exercise of the powers conferred**

by sub-section (i) read with sub-section (2) of section 16 read with sections 4 and 5 of the Haryana Affiliated Colleges (Security of Service) Act, 1979 (15 of 1979), and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions of service and conduct of the employees appointed to the Haryana Affiliated Colleges (Security of Services), namely :-

#### **PART-I**

1. These rules may be called the Haryana Affiliated Colleges (Security of Service) Rule, 2006.

2. In these rules, unless the context otherwise requires, –

- (a) “Act” means the Haryana Affiliated Colleges (Security of Service) Act, 1979;
- (b) “Director” means the Director of Higher Education, Haryana or Higher Education Commissioner, Haryana;
- (c) “Employee” means any person who is in the whole time employment of the Haryana Affiliated Colleges;
- (d) “Government” means the Haryana Government in the Administrative Department;
- (e) “Section” means a section of the Act; and
- (f) “Service” means the Haryana Affiliated Colleges service.

#### **PART-II**

3. The Service shall comprise all or any of the **Recruitment** categories of posts shown in *Appendix-A* to **of Service** these rules.

**Copy of letter No.8/52-2006-C-IV(3) dated 6.4.2007 from the Financial Commissioner & Principal Secretary to Govt. of Haryana Education Department, Chandigarh.**

4. The matter regarding relaxation in upper age limit provided in rule 4 of the Haryana

Affiliated Colleges (Security of Service) Rules, 2006 for recruitment in Govt. aided private colleges has been reviewed by the State Govt. In this regard instructions for relaxation in upper age limit for appointment of lecturers in Govt. aided private Colleges were issued vide Memo No.8/52-2006 C-IV(3) on 16.10.2006 in which the upper age limit was fixed as 40 years for General Category and on 19.10.2006 as 45 years for SC/ST for all States and BC of Haryana.

In addition to the above and in the interest of natural justice, the State Govt. has considered the matter sympathetically and extended the relaxation in upper age limit for women and other categories as is given for recruitment in Govt. Colleges. The same is reproduced below:-

“Age 21 to 40 years (on the last date of application). No person shall be appointed to any

post in the service by direct recruitment who is less than twenty one years or more than forty years of age as on or before the 15 days of the month next preceding the last date of submission of applications.

Provided that the age limit for teachers working in Education Department shall be forty-five years. Five years relaxation in age is admissible for SC/ST for all States and BC of Haryana only (as per Haryana Govt. instructions). The upper age limit is further relaxable upto 45 years for (i) women whose husband have been ordered by Civil/Criminal Courts to pay maintenance to them (ii) women whose husband have remarried (iii) widows (iv) women who have because of their desertion been living separately from their husbands for more than 2 years (v) wives of serving/disabled military personals and widows of those killed in action. Upper age limit is also relaxable for all military personnel whether she/he joined military service before or after the declaration of emergency to the extent of this military service added by three years, subject to production of a certificate from the competent authority that she/he had rendered continuous military service for a period of not less than six months before her/his release and further provided

that she/he had been released otherwise, than by way of dismissal or discharge on account of misconduct or inefficiency.

A disabled military person is entitled to exclude from his age the period from the date he was disabled upto the end of emergency i.e. 10.1.1968. The persons recruited from 1.1.1963 onwards as whole time Cadet Instructions in the NCC and who are released after the expiry of their initial/extended tenure will also be entitled for relaxation in age limit of purpose of employment under the State Govt. The period of service rendered by them in NCC may be deducted from their actual age and if the resultant age does not exceed the prescribed upper age limit of a particular post by more than three years, they may be deemed to be satisfying the conditions for appointment to post in respect of maximum age. Such of the whole time Cadet instructors in the NCC who are released from NCC before the expiry of their initial/extended tenure would also be given these concessions subject to the condition that they have served in the NCC for a period of not less than six months prior to their release from NCC”.

(b) The Govt. has also considered the matter regarding grant of age relaxation to candidates working as lecturers in various private Govt. aided



Colleges on adhoc basis. Now the Government has taken a sympathetic view has decided that those Lecturers who are working on adhoc basis against sanctioned aided posts without any gap or break in

service would be granted relaxation in upper age limit for applying for the posts in their respective categories. This relaxation would be equal to the number of years of service (without break) put in by the candidate against an aided post on adhoc basis as on the last date of application. The benefit of this relaxation will be applicable only to candidates who are actually working on an aided post on adhoc basis on the last date of application.

5. Appointment to any post in the Service shall be made by the Managing Committee in the manner provided in rule 7. Class-IV employees shall be appointed by the Principal, in the manner provided in the said rules.

6. No person shall be appointed to any post in the Service unless he is in possession of qualifications and experience as specified by the UGC/University/State Government as the case may be.

7. (1) Recruitment to the Service shall be made—

(a) in the case of Principal, by direct recruitment through a Selection Committee comprising the following :-

- I. Chairperson of the Governing Body as Chairperson.
- II. One member of the Governing Body to be nominated by the Chairperson.
- III. Two Vice-Chancellor's nominees out of whom one should be a subject expert.
- IV. Director's Nominee.
- V. Three experts consisting of a Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.**

(i) At least four members, including two experts, **Quorum** should constitute the quorum. But the presence of the Vice-Chancellor's nominee and the Director's nominee shall be essential.

A representative of SC/ST, Women and Physically Handicapped person should be in the Selection Committee whenever a

candidate from any of these categories, appears for the interview.

The process of selection should involve the following:-

- (a) Assessment of aptitude for teaching and research.
  - (b) Ability of communicate clearly and effectively.
  - (c) Ability to analyse and discuss.
  - (d) Optional : Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a classroom situation/ lecturer wherever it is possible.
- (ii) If the Chairman of the Managing Committee or his nominee is unable to attend, the Vice-Chancellor's nominee shall be the Chairman of the Selection Committee.
- (iii) The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor and Director.
- (iv) In the meeting of Selection Committee for the selection of Lecturers, Librarians and Principals and also if any one of the nominees

of the Vice-Chancellor or the Director gives a dissenting note, the proceedings of the Selection Committee shall not be approved by the University/Director and the post shall be re-advertised.

**A representative of SC/ST, Women and Physically Handicapped person should be in**

the Selection Committee whenever a candidate from any of these categories, appears for the interview.

**(b) AS PER LETTER NO.8/104-2006-C-IV(3) DATED 4.10.2007 FROM THE HIGHER EDUCATION COMMISSIONER, HARYANA, THE HARYANA GOVT. VIDE HARYANA GOVT. GAZ.(EXTRA.) SEPT. 7, 2007 THE CONSTITUTION OF SELECTION COMMITTEES FOR THE POST OF LECTURER, INCLUDING LECTURER IN PHYSICAL EDUCATION AND LIBRARIAN BY DIRECT RECRUITMENT THROUGH A SELECTION COMMITTEE HAS BEEN AMENDED AS UNDER :- AND NOTIFICATION No.S.O.72/H.A-15/1979/Ss. 4 and 5/2007 dated 7.9.2007.**

- I. Chairperson of the Governing Body of the College or his/her nominee.
- II. Principal of concerned College.

- III. Two nominees of the Vice-Chancellor.
- IV. One nominee of the Higher Education Commissioner.
- V. One Subject Expert to be chosen by the Higher Education Commissioner.
- VI. One Subject Expert to be chosen by Managing Committee out of a panel of three recommended by the Vice-Chancellor.

*Note:* Recommendations of Selection Committee in respect of Private Colleges to be got approved from the Vice-Chancellor and Director.

**Quorum**

- (i) The quorum for the meeting shall be five of which at least two shall be from out of the three subject experts.
- (ii) If the Chairman of the Managing Committee or his nominee is unable to attend, the Vice-Chancellor's nominee shall be the Chairman, of the Selection Committee.

(c) in the case of Head Clerk/Deputy Superintendent—

- (i) by direct recruitment; or
- (ii) by promotion from the post of

Stenographer/Clerk;

- (d) in the case of Typewriting Instructor–
  - (i) by direct recruitment; or
  - (ii) by promotion from the post of junior scale Stenographer;
- (e) in the case of Steno-Typist–
  - (i) by direct recruitment; or
  - (ii) by promotion from the post of Clerk;
- (f) in the case of Clerk–
  - (i) by direct recruitment; or
  - (ii) by promotion from the post of Peon and other IV employees;
- (g) in the case of Lecture Assistant–
  - (i) by direct recruitment; or
  - (ii) by promotion from the post of Laboratory Assistant;
- (h) in the case of Laboratory Assistant–
  - (i) by direct recruitment; or
  - (ii) by promotion from the post of Laboratory Attendant;

- (i)* in the case of Restorer–
  - (i)* by direct recruitment; or
  - (ii)* by promotion from the Library Attendant;
- (j)* in the case of Junior Librarian–
  - (i)* by direct recruitment; or
  - (ii)* by promotion from the post of Restorer;
- (k)* in the case of Tabla Player, Gasman, Peon and other class IV employees, Laboratory Attendant, Library Attendant by direct recruitment;
- (l)* in the case of Laboratory Attendant/ Library Attendant–
  - (i)* by direct recruitment; or
  - (ii)* by promotion from the post of Peon.

*(2)* For recruitment against the post mentioned at *(c)* to *(l)*, a Selection Committee comprising the following members shall be constituted :-

- (i)* Representative of the Managing Committee (Chairman) or his nominee;

(ii) Principal of the College;

(iii) One nominee of the University;

(iv) One nominee of the Director.

(3) Except otherwise provided, whenever any vacancy occurs or is about to occur the Managing Committee shall determine the manner in which the vacancy is to be filled in. If the vacancy is to be filled in by direct recruitment, the Managing Committee shall advertise the vacancy at least in two leading dailies, one English and one Hindi, out of which one shall be of National Level. However, in case of non-teaching staff the vacancy can also be filled in through Employment Exchange.

(4) Appointment orders to the posts in the Service shall be issued by the Managing Committee or the Principal, as the case may be, in the form specified in Appendix-B to these rules.

**Probation**

**8.** (1) The persons appointed to any post in the Service shall remain on probation for a period of two years in the first instance, if appointed by direct recruitment and one year if appointed otherwise.

(2) On the completion of the period of probation of a person the appointing authority may—



- (a) if his work or conduct has, in its opinion, been satisfactory, confirm such person from the date of completion of his probation period or if a permanent post is not available, declare that he has completed his probation satisfactorily; or
- (b) if the work or conduct of a person in its opinion has not been satisfactory—
  - (i) dispense with his services, if appointed by direct recruitment, or revert him to his former post if appointed otherwise or deal with him in such other manner as the terms and conditions of his previous appointment permit;
  - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension, if any, shall not exceed three

years :

Provided further that if it is proposed to take action under sub-clause (i) or (ii) then the case of the official shall be referred to a committee consisting of the following members :-

- (1) President or his nominee;
  - (2) Dean of Colleges of the University or his nominees;
  - (3) Nominee of Government in the Managing Committee;
  - (4) Principal of the College concerned;
  - (5) Principal of another college not under the same Managing Committee. The Managing Committee shall take a final decision in the matter in accordance with the recommendation of this committee;
- (iii) if the Managing Committee does not agree with the report of the committee constituted under rule 8(2) (b) (ii) or the committee is unable to come to a decision by the majority then the matter will be referred to by the Principal to the

Director whose decision shall be final. However, an employee against whom an order of termination of services has been passed without complying with the provision of these rules, may, within a period of thirty days of the date of communication of orders make an application to the Director whose decision shall be final in the matter.

**Seniority**

9. (1) The seniority of the employees shall be determined by the length of continuous service on a post in the college. If there are different cadres in the service the seniority shall be determined separately for each cadre :

Provided that in the case of an employee appointed directly the order of merit determined by the Selection Committee shall not be disturbed in fixing their seniority. However, if person appointed in different subjects/categories join on the same date seniority will be determined according to their seniority in age; and the elder employee shall be senior to the younger employee :

Provided further that in the case of two

employees appointed on the same date, their seniority shall be determined as follows :-

- (a) an employee appointed by direct recruitment shall be senior to an employee appointed otherwise;
- (b) in the case of employees who are appointed by promotion their *inter se seniority* shall not be disturbed.

(2) The seniority lists of the employees shall be prepared by the Managing Committee in the form prescribed in *Appendix-D* to these rules and circulated to the employees. This list will be finalized after inviting objections from the employees and considering the same. In the case of any dispute regarding fixation of seniority, the matter shall be decided by the Director.

### **PART-III**

#### **Pay, Allowances and Service Record**

**10.** The scale of pay and allowances of the employees shall be specified by the Govt. from time to time.

**Scale of pay,  
dearness  
allowance and  
payment of  
salary**

11. The employees shall be governed by the leave rules as laid down by the Govt. from time to time.

**Leave**

12. If an employee is deputed by the Managing Committee or Principal for the business of the college, he shall be entitled to get travelling and daily allowance in accordance with the rules as are applicable from time to time to Govt. employee.

**Travelling  
allowances etc.**

13. (1) For every employee a service book shall be maintained in such form as is prescribed for Govt. employee, and personal file containing annual confidential reports and other important documents in relation thereto.

**Maintenance  
of service book**

(2) The service book and the personal file shall be maintained and kept in the safe custody by the Principal who shall be responsible to produce the same before the Director or any other officer authorized by him if so required by him for inspection.

#### **PART-IV**

#### **Conduct**

**Privately trade  
or employment**

**14.** No employee shall engage directly or indirectly in any trade or business or undertake any other employment except : -

(i) private tuition with the permission of the Principal for not exceeding one hour a day;

(ii) honorary work purely social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that his official duties do not thereby suffer. He shall not undertake or shall discontinue such work if so directed by the Principal of his college and in the case of the Principal, so directed by the Managing Committee:

Provided that no permission shall be necessary for examination work of the Universities when the total emoluments accruing therefrom do not exceed Rs.2400/- per annum and for all examination work for which additional emoluments may be accepted, the previous permission of the Principal shall be necessary.

**Insolvency and  
habitual  
indebtedness**

**15.** An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any such employee against whom any

legal proceedings are instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings to the Managing Committee through the Principal.

16. No employee shall, except with the permission of the Principal of the college and in the case of the Principal, the Managing Committee, appear in any examination.

**Appearance in examination**

17. No employee shall take part in subversive activities or assist in any way, any movement which tends to promote feelings of disaffection, hatred or enmity between different classes or subject of India or disturb public peace.

**Participation in ill activities**

18. No employee shall –

**Criticism of Managing Committee etc.**

(a) in any manner, whatsoever, criticize in a derogatory manner in public the actions of the Govt. and the Managing Committee;

(b) in the process of performance of his duties except in accordance with any general or specific order of the Managing Committee communicate directly or indirectly any official document or information to any other employee or person to whom he is not

authorized to communicate such documents or information.

**19.** No employee shall stand for election to Parliament/State Legislature or any other local body.

**Taking part in election**

**20. (1)** No employee shall join or continue to be a member of an association unless such association satisfies the following conditions, namely: -

**Joining association by employees**

- (i)* its membership is confined to a distinct class of employees and is open to all employees of that class;
- (ii)* it is not in anyway connected with any party or organization engaged in any political activity;
- (iii)* it has, within a period of six months from its formation obtained the recognition of the Govt. or the Managing Committee.

*(2)* No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

**General**

**21. (1)** Every employee shall –

- (i)* serve efficiently, act in a



disciplined manner and maintain absolute integrity and devotion to duty;

- (ii) maintain cordial relations with the pupils and their parents, the Principal of the Institution, other employees, Managing Committee, University and the Govt. Officers concerned.

(2) No employee shall –

- (i) without sufficient grounds refuse to undergo a course of training prescribed by the University from time to time whenever required to do so; and

- (ii) take part in any activity which in the opinion of the Principal is calculated to lead an indiscipline in the college.

(3) Unless otherwise expressly provided for, an employee shall, at all times, be at the disposal of the College and shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal or the Managing Committee.

(4) No employee shall absent himself from his

duty without the prior permission of the Principal or the Managing Committee.

(5) No employee shall –

(i) accept or permit any member of his family or any other person acting on

his behalf to accept any gift from a student, parent or any other person with whom he has come into contact by virtue of his position in the college.

**Explanation** – (1) The expression ‘Gift’ shall include free transport, boarding, lodging or other services or any other pecuniary advantage when provided by a person other than a near relation or a personal friend not having any dealings with him in connection with the college.

*Note*:- A casual meal, gift or other social hospitality of a casual nature shall not be a gift.

**Explanation** – (2) On occasions such as wedding anniversaries, funerals or religious function when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept a gift of a nominal value;

- (ii) practice, or incite any student to practise casteism, communalism and untouchability;
- (iii) cause or incite any other person to cause any damage to the college property; and
- (iv) encourage violence or be guilty of any conduct which involves moral turpitude.

22. An employee shall –

- (a) strictly abide by any law relating to intoxicating or drugs in force in any area in which he may happen to be for the time being;
- (b) take due care that the performance of

**Consumption  
of intoxicating  
drinks and  
drugs**

his duties is not affected in any way by the influence of any intoxicating drinks or drugs;

- (c) not consume intoxicating drinks or drugs in public;
- (d) not appear in a state of intoxication in a public place;
- (e) not be present on duty in state of intoxication; and
- (f) not habitually use any intoxicating drinks or drugs in excess.

**Prevention of sexual harassment of working woman**

**23. (1)** No employee shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

**Explanation** :- For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or by implication as: -

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) making any sexually coloured remarks;

- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

## **PART-V**

### **Contributory Provident Fund**

**Contributory Provident Fund, Pension Scheme as notified by the State Govt.**                      **24.** The employee shall be governed by contributory provident fund regulation as laid down by the University concerned from time to time. However, any change in the rate of contribution would be introduced after the approval of the Govt.

**Gratuity**                                      **25.** The employees shall be governed by instructions issued by Govt. from time to time, in respect of gratuity payable to them at the time of retirement.

**26.** In matters relating to discipline, penalties and appeals employees shall be governed by the Haryana Affiliated Colleges (Security of Service) Act, 1979, as amended from time to time as per *Appendix-C* to these rules.                      **Discipline, penalties and appeals**

**27.** When Govt. is of the opinion that it is                      **Power of relaxation**

necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**28.** The Haryana Affiliated Colleges (Security of Service) Rules, 1980 and the Haryana Affiliated Colleges (Security of Service) Rules, 1993 are hereby repealed :

**Repeal and  
Saving**

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

*APPENDIX –A*

*(See rule 3)*

1. Principal
2. Lecturer
3. Lecturer Physical Education
4. Librarian
5. Head Clerk
6. Clerk
7. Steno Typist
8. Junior Librarian
9. Laboratory Assistant
10. Type writing Instructor
11. Tabla Player
12. Restorer
13. Laboratory Attendant
14. Library Attendant
15. Gasman
16. Peon and other class IV Employees
17. Lecture Assistant

However, the existing post of Superintendent, Accounts Officer, Accountant, Assistant, Steno-grapher, Junior Scale Steno-grapher will be diminishing in character and these posts will stand abolished on the vacation of these posts by the present incumbent on retirement or otherwise.

**APPENDIX – B**

[See rule 7(4)]

No.....

Dated the.....

On the recommendations..... of the Selection Committee Shri/Smt..... is hereby appointed as..... in .....with effect from the date he/she joins duty, in the grade of Rs..... with usual allowances sanctioned by the Haryana Govt. from time to time on the following terms and conditions, namely : -

**Terms and Conditions :**

1. (i) His/Her appointment is to a purely temporary post which is liable to be abolished at any time and carries no promise of subsequent permanent employment. No offer of permanent vacancy can be made to him/her at present.

(ii) He/She shall be on probation for a period of ..... year which can be extended for such further period as the competent authority under the rules may determine.

2. In case of resignation or discharge on grounds other than abolition of the post (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.

3. No travelling allowances will be admissible for joining the post.



4. Before assuming the charge of duties, he/she will be required to produce the following certificates to the Head of Institution: -

- (i) medical certificate of fitness from M.B.B.S. medical practitioner;
- (ii) attested copies of academic and professional qualification and matriculation certificate; and
- (iii) a certificate of good character from Gazetted Officer or Member of Legislative Assembly.

5. If he/she has not been vaccinated within the last twelve months, he/she should have it done before reporting for duty.

6. Before assuming the post he/she will have to–

- (a) take an oath of allegiance to the Constitution of India; and
- (b) affirm that he/she is not having more than one living spouse.

7. His/Her seniority will be fixed in accordance with the rules and regulations on the subject.

8. He/She will be required to produce the original educational and date of birth certificate.

If the above terms and conditions are acceptable to him/her, he/she should join his/her duty immediately but not later than .....

In case of failure to do so his/her candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.

Signature

Appointment Authority

with seal of office

**APPENDIX – C**

*(See rule 26)*

1. The following penalties may, for good and **Penalties**  
sufficient reasons, be imposed upon members to  
whom these rules are applicable, namely :-

**Minor punishments :**

- (i) Warning on personal file;
- (ii) Censure;
- (iii) Withholding of increments or promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

**Major punishments :**

- (v) Removal/Dismissal from service;
- (vi) Reduction to a lower post or time scale or to a lower stage in a time scale;
- (vii) Withholding of annual increment of pay with cumulative effect.

2. (1) Whenever, the Managing Committee is **Procedure for imposing major**

of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may, initially enquire into it itself or may appoint an authority to enquire into the truth thereof, and provisionally decide whether the delinquent official should be proceeded against for major punishment or minor punishment.

**penalties of dismissal/removal from service or reduction in rank or with-holding of annual increment of pay with cumulative effect**

(2) Where it is proposed to proceed against an employee for the award of major punishment the Managing Committee shall draw up-

(i) the substance of the imputation of misconduct or misbehaviour into definite and distinct articles of charges;

(ii) a statement of allegations on which each charge is based including the statement of all relevant facts including any admission or confession made by the employee.

(iii) a list of documents by which and a list of witnesses by whom the articles of charges are proposed to be substantiated.

(3) The Managing Committee shall deliver to the employee a copy of the articles of charges, the

statement of allegations and a list of documents and witnesses by which each article of charge is proposed to be substantiated and shall require the employee to submit, within such time, not being less than fifteen days, as may be specified, a written statement of his defence and to state whether he desired to be heard in person.

*(4) (a)* One receipt of the written statement of defence, the Managing Committee may itself inquire into such of the articles of charges as are not admitted or, if it considers it necessary to do so, appoint under sub-rule *(1)*, an inquiry officer for the purpose, and where all the articles of charges have been admitted by the employee in his written statement of defence, the Managing Committee shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner hereinafter laid down in these rules.

*(b)* If no written statement of defence is submitted by the employee within the specified period, the Managing Committee may itself inquire into the articles of charge or may, if it considers necessary to do so, appoint under sub-rule *(1)* an inquiry officer for the purpose.

(c) Where the Managing Committee itself inquires into the articles of charges or appoints an inquiry officer for holding an inquiry into such charges, it may, by order, appoint a

Presenting Officer to present, on its behalf, the case in support of the articles of charges.

(5) The Managing Committee shall, where it is not itself the inquiring authority, forward to the inquiry officer, –

- (i) a copy of the articles of charges and the statement of allegation;
- (ii) a copy of the written statement of defence, if any, submitted by the employee;
- (iii) the record referred to in item (iii) of sub-para (2);
- (iv) evidence proving the delivery of the documents required to be delivered to the employee under sub-para (3); and
- (v) a copy of the order appointing the presenting officer.

(6) The employee shall appear in person before

the inquiring authority on such date at such time within ten working days from the date of receipt by him, of the articles of charges and the statement of imputations of misconduct or misbehaviour as the inquiring authority may be a notice in writing specify in this behalf, or within such further time not exceeding ten days, as the inquiring authority may allow.

(7) The employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose, unless the Presenting Officer appointed by the Managing Committee is a legal practitioner or the inquiring authority having regard to the circumstances of the case, so permits.

(8) If the employee who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement

of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charges, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(9) The inquiring authority shall record its

findings of guilt in respect of those articles of charges to which the employee pleads guilty.

(10) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the presenting officer to produce the evidence by which he proposes to prove the article of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his defence –

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub para (3);

(ii) submit a list of witnesses to be examined on his behalf.

*Note:* - If the employee applies orally or in writing for the supply of the copies of the statements of witnesses mentioned in the list referred to in sub para (2), if any, the inquiring authority shall furnish him such copies as early as possible and in any case not later than three days before the commencement of the examination of the

witnesses on behalf of the Managing Committee.

(11) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-para (11), every authority having the custody of possession of the requisitioned documents shall produce the same before the inquiring authority.

(13) On the date fixed for inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Managing Committee. The witnesses shall be examined by or on behalf of the Managing Committee, and may be cross examined, by or on behalf of the employee. The presenting officer shall be entitled to re-examine the witnesses on any point on which they have been cross-



examined, but not on any new matter without the leave of the inquiring authority. The Inquiring authority may also put such questions to the witnesses as it thinks fit.

(14) The inquiring authority may, in its discretion, if it appears necessary before the close of the case on behalf of the Managing Committee, allow the presenting officer to produce evidence not included in the list given to the employees or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the date of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the

opinion that the production of such evidence is necessary in the interest of justice.

*Note :-* New evidence shall not be produced or called for or any witnesses shall not be recalled to fill up any gap in the evidence.

Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case on behalf of the Managing Committee is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the presenting officer, if any appointed.

(16) The evidence on behalf of the employee shall then be produced. The employee may appear as his own witness if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority and the presenting officer, according to the provision applicable to the witnesses for the Managing Committee.

(17) The inquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself ask him general question on the circumstances appearing against him in the evidence for the purpose of enabling the employee

to explain any such circumstances.

(18) The inquiring authority may, after the completion of the evidence hear the presenting officer, if any, appointed, and the employee and permit them to file written briefs of their respective case, if they so desire.

(19) (i) if the inquiring authority is of the opinion that the employee is unduly delaying the production of evidence or fails or omits to produce evidence on the specified date of hearing or fails to appear on the date of hearing, he may record his reasons in writing, and close the evidence on behalf of the employee and proceed with the case.

(iii) The inquiring authority may, in its discretion, for reasons to be recorded in writing, set aside its own orders under clause (i), if a petition is filed before it by the employee within fifteen days of the passing of such order :

Provided that a copy of the petition is given to the presenting officer, if any appointed and an opportunity is given

to him to be heard before passing such order.

(iii) No appeal shall lie against the order passed under clause (ii).

(20) If the employee to whom a copy of the article of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of these rules, the inquiring authority may hold the inquiry ex-parte.

(21) (i) After the conclusion of the inquiry a report shall be prepared and it shall contain :-

(a) the articles of charges and the statement of the imputation of misconduct or misbehaviour;

(b) the defence of the employee in respect of each article of charges;

(c) an assessment of the evidence in respect of each article of charges;

(d) the findings of each article of charges and the reason thereof.

**Explanation** – If, in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles or the charges it may record its findings on such article of charge.

(ii) The Enquiring authority, where it is not the Managing Committee, shall forward to the Managing Committee, the records of enquiry which shall include –

(a) the report prepared by it under clause (i);

(b) the written statement of defence, if any, as submitted by the employees;

(c) the oral and documentary evidence produced during the course of the inquiry;

(d) written briefs, if any, filed by the presenting officer or the employee or both, during the course of the enquiry;

(e) the orders, if any, made by the inquiring authority in regard to the inquiry.

**Action on the** 3. (1) The Managing Committee, if it is not it

**inquiry report** self inquiring authority, may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority, as far as may be, shall thereupon proceed to hold further inquiry, according to the provisions of para 6.

(2) The Managing Committee, shall, if it disagrees with the findings of the inquiring authority on any articles of charge, record its reasons for each

disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the Managing Committee having regard to its finding on all or any of the articles of charges, is of the opinion that any major punishment should be imposed on the employee, it shall –

(a) furnish to the employee a copy of the report of the inquiry held by it and its findings on each article of charge or where the inquiry had been held by the inquiring authority appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge, together with brief reasons for its disagreement, if any, with the

findings of the inquiring authority;

- (b) give the employee a notice stating the penalty proposed to be imposed on him and calling him to submit, within a period of thirty days of the receipt of such notice, such representation to the Director as he may wish to make against the proposed penalty;
- (c) forward to the Director the complete record of inquiry mentioned in clause (ii) of sub-para (21) of para 2, alongwith its findings on each article of charge, together with brief reasons for the disagreement, if any, with the findings of the inquiry authority; and
- (d) forward to the Director evidence of receipt of notice by the employee under clause (b).

4. The Director, on receipt of such proposal and representation, if any, may, after examining the record and giving the parties an opportunity of being

**Action by  
Director**

heard, by an order in writing, give his approval to the imposition of the proposed punishment or reduce it or refuse to give approval, if the proposal is found to be malafide or by way of victimisation

or not warranted by the facts and circumstances of the case.

**Order by Managing Committee**                    5. On receipt of the approval of the Director, the Managing Committee shall pass an order in detail.

**Procedure for imposing minor penalty**                    6. (i) Where after examination of the enquiry report, referred to in sub-para (1) of para 2, the Managing Committee is of the opinion that one of the minor penalties will meet the ends of justice, the Managing Committee shall cause to be delivered to the employee a statement of imputation or misconduct or misbehaviour on the basis of which it is proposed to take action against him and the employee shall be required to submit his reply within a period of twenty-one days.

(ii) After considering the reply, the Managing Committee may pass an order in detail inflicting any of the minor penalties.

**Manner of filing appeal to Director against the imposition of**                    7. (1) An appeal against an order passed under para-6 may be preferred in the form of a memorandum signed by the appellant or his pleader



**minor penalty** and presented to the Director within thirty days of the date of the order. The memorandum shall be accompanied by a copy of the order appealed against (unless appellate authority exempts) and of the inquiry report on which it is founded.

(2) The memorandum shall set forth grounds of objection to the order appealed against without any argument or narrative, and such grounds shall be numbered consecutively.

(3) The appellant shall not, except by the leave of the Director, urge to be heard in support of any ground of objection not set forth in the memorandum of appeal, but the Director in deciding the appeal, shall not be confined to the grounds of objection set forth in the memorandum of appeal or submitted with leave of the Director :

Provided that the Director shall not base his decision on any other ground unless the party who may be affected thereby has had a sufficient opportunity of contesting the case on that ground.

(4) Where the memorandum of appeal is not drawn up in the prescribed manner, it may be rejected or returned to the appellant for the purpose of being amended within the time to be fixed by the Director or be amended then and there.

(5) The Director may, after hearing the

parties, confirm, vary or reverse the order appealed from or may pass such orders as he deems fit. While passing the orders, the Director shall record its reasons.

8. An application for revision of the orders of Managing Committee passed under para-6 or the appellate order of the Director passed under para-7 shall lie to the Government within sixty days of the date of communication of the order in question to the aggrieved employee. The application for revision shall be accompanied by a copy of the order sought to be revised and shall be submitted and disposed of *mutatis mutandis* in the same manner as prescribed in para-7 above.

**APPENDIX-D**

[ See rule 9(2) ]

| Sr. No. | Name with designation | Date of birth | Home place of family | (a) Date of entry into Govt. Service;      | Date from which promoted as such | (a) Scale of pay | Source of recruitment | Whether permanent or officiating | Remarks |
|---------|-----------------------|---------------|----------------------|--|----------------------------------|------------------|-----------------------|----------------------------------|---------|
|         |                       |               |                      | (b) Date of attaining the age of 55 years; |                                  | (b) Present pay  |                       |                                  |         |
|         |                       |               |                      | (c) Date of retirement                     |                                  |                  |                       |                                  |         |
| 1       | 2                     | 3             | 4                    | 5  | 6                                | 7                | 8                     | 9                                | 10      |

## APPENDIX-XV

### ACCELERATED INCREMENT(S)

The Governing Body shall grant accelerated increment(s) to Non-Teaching Employees on a time scale of pay as under :-

**1. Ministerial Staff up to and including the Head Clerk/ Accountant.**

(a) for passing B.A.(full), M.A., LL.B. Examination(s) one increment for each of these examinations upto a maximum of three increments, even if an employee passes more than three examinations.

(b) Employees will be granted Accelerated Increment(s) with effect from the date of their passing the Examination(s).

**2.** One increment to the Laboratory and other Technical staff if they improve their Technical qualification.

## **\*CHAPTER- XIX**

### **\*ORDINANCE: RULES FOR SELF-FINANCING SCHEME IN COLLEGES**

1. These rules may be called Chaudhary Devi Lal University Self- financing Scheme Rules for the courses in affiliated Non-Govt. Colleges.

#### **2. Application :**

These rules shall apply to all the employees, teaching & non-teaching engaged for and in connection with the affairs of running of Self financed Courses and Programmes, established and introduced under these rules by the University.

#### **3. Definition :**

- (a) 'Academic Session' denotes the period of one complete year starting from 1<sup>st</sup> July of the year till the 30<sup>th</sup> of June of the following year.
- (b) 'Course' means a course which refers to any academic Programme leading to award of a Certificate, Diploma or Degree specifically introduced and established under the scheme.
- (c) 'Employee' means a teaching and non-teaching employee appointed under these rules.
- (d) 'Scheme' means which may refer to the Self-financed Courses and Programmes.
- (e) 'Self-Financed Course' means the course and Programme that generate sufficient revenues by way of tuition fees, admission fee or funds so as to meet all expenses in running of the course

---

**\* Included vide Executive Council Resolution No. 13 of 22.7.2011**

towards salaries of staff, building rentals, recurring expenses for electricity, water, stationery, course material, establishment and maintenance of laboratories, postage, TA/DA and all other incidentals so as to provide the course the character of financial self-sustenance.

(f) 'University' means the Chaudhary Devi Lal University, Sirsa, as incorporated under the Chaudhary Devi Lal University, Sirsa Act, 2003.

(g) 'Vice-Chancellor' means the Vice-Chancellor of the Chaudhary Devi Lal University, Sirsa.

(h) Affiliated College means a College which is affiliated to Chaudhary Devi Lal University, Sirsa under the rules.

4. On receipt of a request from the College/Management alongwith 'No objection Certificate' of the State Govt., requisite fee and an Undertaking that the College Management shall bear all the expenditure for running the said Self-financing Course, an Inspection Committee will be appointed by the University. The inspection report will be considered by the University and if satisfied, the University will allow/grant affiliation to the College/Institute for the said Self-financing Course. No College shall start any Self-financing Course without prior permission of the University.

#### **5. Continuation/closure of the course/programme :**

The University shall take decision with regard to continuity/modification/closure of the course/programme introduced on the basis of assessment carried out every year. However, no course/ programme will

be called off or closed once the students have been admitted to the course on the grounds of inadequate enrollment and the resultant lack of financial viability during a particular year. The decision regarding the closure of the said course will be taken in advance, latest by the close of the academic session.

**6. Fee Structure for the self-financed course/programme :**

The University will be competent to determine/prescribe the fee structure of Self-financing Course(s) from time to time. No college will charge the fee(s) over and above the fee structure prescribed by the University.

7. The College shall maintain separate accounts of the income and expenditure of the course/programme started under the Self-financing Scheme.

**8. Nature of appointment of Staff :**

The courses introduced under the scheme will be of purely temporary nature and will continue only so long as these are financially viable. Hence, the engagement or recruitment of staff in connection with the affairs of the course under the scheme would be purely of Contractual and Temporary nature. The employee under the scheme will have no right to regularization of their services. In case, the college intends to discontinue a particular course, the staff engaged in connection with the running of the said course will be duly notified of the College's intent to discontinue the course from the ensuing academic session as soon as a decision to this effect is taken by the Governing Body of the College.

#### **9. Duration of appointment :**

The staff will be engaged for a period of full duration of the course. However, if a teacher is engaged during the mid of the academic session for the first time, in that case, the contract period will be co-terminus with the closure of the academic session. However, the total contract period would not exceed beyond the duration of the course. A teacher/employee will not be allowed to unilaterally terminate his contract during the mid of the academic session. However, if a teacher/employee is interested in getting his contract terminated, one month's notice will be required in advance failing which salary of one month's notice period will be deducted. The college may have a security equivalent to one month's salary from the employee at the time of employment.

All teaching contractual engagements can be made on session to session basis excluding summer vacations.

#### **10. Salary and pay structure of the staff recruited or engaged under the Self-financed Scheme :**

The appointment will not be in a regular pay scale with increments. The minimum of the pay scale is to be given as consolidated salary alongwith any other allowance deemed fit by the employer on the basis of candidate's merit and experience etc. There shall be no increase/decrease in the total emoluments of a teacher/employee in the mid of the contract period.

Protection of emoluments, higher start, benefit of leave salary, pension contribution etc. for those joining on deputation may be



considered for well-experienced and deserving candidates.

**11. Other facilities :**

The employees engaged on a temporary basis under contract under the Scheme, would not be entitled to grant of any other financial benefits over and above the contract amount e.g. CPF, Pension, Gratuity, Earned Leave or Medical reimbursement as are normally available to the other College Staff employee under the normal scheme of the University. However, they would be entitled to the casual leave as admissible to the regular employees of the College.

**12. Posts under Self-Financed Scheme :**

The staff required for Self-financing courses will be recommended by the Inspection Committee(s) constituted by the University.

**13. Qualifications:**

The essential qualifications for various teaching and non-teaching posts under Self-financed scheme shall not be in any manner, inferior to those prescribed by the University/State Govt.

**14. Recruitment/engagement of the staff under the scheme :**

The staff under the scheme shall be engaged by way of open competition after inviting applications through advertisement. Advertisement shall clearly mention the scheme and the salient terms and conditions of engagement. The appointments shall be made by the College through properly constituted Selection Committee(s).

1. President of the College Managing Committee or his nominee.
2. Principal of the College concerned.
3. Three nominees of the Vice-Chancellor including two experts from the subject concerned.
4. Head of the Department of the relevant subject of the College concerned.

- Note:*
1. Presence of one of the Vice-Chancellor nominees will be compulsory.
  2. Consent of at least one subject expert to the selection will be compulsory.

**THE CANDIDATE MUST POSSESS THE REQUISITE QUALIFICATIONS :**

The Selection Committee for non-teaching (excluding class-IV) post(s) shall consist of the following :

1. President of the College Management Committee or his/her nominee.
2. The Principal of the College.
3. One nominee of the Vice-Chancellor not below the rank of Assistant Registrar.

*Note :* The presence of the Vice-Chancellor's nominee will be compulsory.

15. Only NRIs and their wards are considered for admission against NRI Seats.

16. Endowment Fund in the shape of Fixed Deposit Receipt (F.D.R.) will be deposited with the Higher Education Commissioner, Haryana in respect of Non-Govt. Colleges to introduce a new subject/course in it.

**17.1 Conduct :**

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. Every employee shall abide by and comply with the laws of the University and all orders and directions of his superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his/her duties.
4. Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
5. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
6. No employee shall, except in accordance with any general or special order of the College or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly to any other person to whom he/she is not authorized to communicate such documents or information.

7. No employee shall, except with previous sanction of the College engage directly or indirectly in any trade or business or undertake any other employment.

#### **17.2 Disciplinary proceedings :**

If the Principal is of the opinion that there is prima facie case of misconduct, inefficiency, physical or mental incapacity against an employee, he/she shall be competent to terminate the services of such employee and/or to institute disciplinary proceedings against the concerned employee.

**18.** The contractual relationship will come to an end under the following circumstances:

- (i) if the Course is closed;
- (ii) Contract is not renewed;
- (iii) Performance/conduct of the employee is not found satisfactory.

**\*CHAPTER- XX**

**\*ORDINANCE: GRANT OF ‘ASSOCIATION’ TO INSTITUTION FOR  
ORIENTAL TITLES/M.I.L. EXAMINATIONS’**

1. Application on the prescribed form for grant of ‘Association’ for the Oriental Titles/Modern Indian Languages Examinations shall be made by the Head of the Institution so as to reach the University not later than June 30 previous to the year of examination for which ‘Association’ is applied for. The application shall be accompanied by all the information required in these Rules.

2. The Institution must have sufficient income to ensure its stability. It may be in the form of Endowment Fund or property.

3. In addition to the requirements laid down in Rules 1 and 2, every Institution :

- (i) should be managed either by a Registered Body or by a properly constituted Committee;
- (ii) must possess a suitable building for holding the various classes and playgrounds for the physical exercises and games for its students;
- (iii) shall appoint adequate and qualified staff. Their appointments and salaries shall be subject to the approval of the Vice-Chancellor. The minimum qualifications and salaries for the teaching staff shall be as under :

---

**\* Included vide Executive Council Resolution No. 13 of 22.7.2011**

**Qualifications :**

*(a) Sanskrit Examinations :*

- |                       |   |  |
|-----------------------|---|--|
| <i>(i)</i> Prajna     | } | B.A. plus Shastri.                       |
| <i>(ii)</i> Visharada |   | OR                                       |
|                       |   | Shastri plus Prabhakar or Acharya.       |
| <i>(iii)</i> Shastri  | } | M.A. Sanskrit plus Shastri or Acharya.   |
| <i>(iv)</i> Acharya   |   | Acharya degree in the subject concerned. |

*(b) Hindi Examinations :*

- |                       |   |   |
|-----------------------|---|---|
| <i>(i)</i> Rattan     | } | B.A. plus Prabhakar.                        |
|                       |   | OR  |
|                       |   | Shastri plus Prabhakar.                     |
| <i>(ii)</i> Prabhakar | } | M.A. Hindi or M.A. Sanskrit plus Prabhakar. |
|                       |   | OR  |
|                       |   | B.A. plus Prabhakar.                        |
|                       |   | OR  |
|                       |   | Shastri plus Prabhakar.                     |

*(c) Panjabi Examinations :*

- |                     |   |                 |
|---------------------|---|-----------------|
| <i>(i)</i> Budhiman | } | B.A. plus Gyani |
|                     |   | OR              |
|                     |   | M.A. Panjabi    |
| <i>(ii)</i> Gyani   |   | M.A. Panjabi    |

*(iv)* shall maintain the following Registers :

- (a) Admission Register,
- (b) Attendance Register, and
- (c) Salary Register;

- (v) must purchase books from the standard list of the value of Rs.5000/- and subsequently spend Rs.1000/- per year on the purchase of text and general books related to the subjects taught by it. It shall also subscribe to Standard Papers and Periodicals for its Reading Room;

Provided further that an Institution associated for the Acharya Examination shall purchase books out of the Standard lists of the value of Rs.10000/- in the concerned subject and subsequently spend Rs.3000/- per year on the purchase of text/general books related to the subject;

- (vi) shall observe a regular time-table and no teacher should work more than 30 periods of 45 minutes each per week.
- (vii) must institute a Provident Fund for the benefit of permanent members of staff;
- (viii) shall remit to this office a fee of Rs.500/- annually. The fee is not refundable;

Provided further that Institutions associated for Acharya Examination shall pay Rs.1000/- annually. The fee is not refundable.

- (ix) shall charge from students fees as approved by the University.

4. No student for examination in Oriental Titles shall be sent up unless he has been on the rolls of an Associated Institution at least for one year.

5. Every such candidate shall submit three copies of his photograph alongwith his Admission Form.

6. The Heads of the Associated Institutions are authorised to attest the Admission forms and photographs of their own candidates.

7. The candidates of the Associated Institutions shall pay the same Admission fees as are prescribed for Private candidates.

8. As far as possible, candidates of an Associated Institution will be allotted one centre.

9. The results of the candidates of Associated Institutions will be published under the name of Institutions concerned and certificates of successful candidates will be sent to the Heads of Institutions concerned.

10. The Endowment Fund required for the Association of O.T./M.I.L. Examinations shall be Rs.15,000/-.